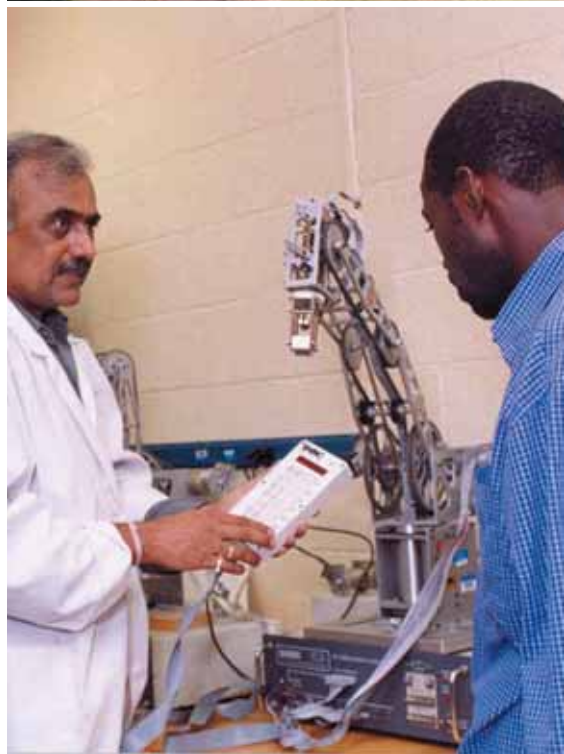




# Denmark Technical College



Academic Catalog

2003-2005



## **2003-2005 Academic Catalog**

### **DENMARK TECHNICAL COLLEGE**

Established 1947

Denmark Technical College

is accredited by the

Southern Association of Colleges and Schools

1866 Southern Lane

Decatur, Georgia 30033-4097

Phone: (404) 679-4501

to Award

Certificates, Diplomas, and Associate Degrees

Denmark Technical College

500 Solomon Blatt Boulevard

Post Office Box 327

Denmark, South Carolina 29042-0327

(803) 793-5176

## **PROGRAM ACCREDITATION**

Denmark Technical College's Electromechanical Engineering Technology Associate Degree Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone: (410) 347-7700.

Denmark Technical College's General Business Associate Degree Program is fully accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, Kansas, 66211, Telephone: (913) 339-9356.

Denmark Technical College's Cosmetology Diploma Program is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302-1432, Telephone: (703) 600-7600.

## **NON-DISCRIMINATION POLICY**

Denmark Technical College is committed to a policy of non-discrimination in the provision of equal opportunity and equal access in student services, programs and student employment, and in faculty and staff employment and advancement without regard to race, color, religion, sex, age, ethnic origin, political affiliation, disability, Veteran status or marital status.

## **TITLE IX STATEMENT**

The Title IX Coordinator is the Executive Dean of Student Services, 803-793-5132.

## **SECTION 504 COMPLIANCE STATEMENT**

The Section 504 Compliance Coordinator is Mrs. Suman Lavania, 803-793-5134.

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# **Boards, Commissioners, CEOs**

## **State Board for Technical Comprehensive Education**

Dr. James L. Hudgins, Executive Director

Mr. Dan P. Gray	First Congressional District
Mr. W.M. Brantley Harvey, Jr.	Second Congressional District
Mr. P. Henderson Barnette	Third Congressional District
Rev. Benjamin D. Snoddy	Fourth Congressional District
Mr. Ralph A. Odom, Jr., Chair	Fifth Congressional District
Mr. W. M. Reynolds Williams	Sixth Congressional District

### **At-Large**

Mr. Edwin G. Foulke, Jr.	Ms. Cathy B. Novinger
Mr. Montez C. Martin, Jr.	Mr. Guy C. Tarrant

### **Ex-Officio**

Mr. Robert A. Faith  
Ms. Inez Tenenbaum

## **Denmark Technical College Area Commission**

Mr. Clarence V. Lebby, Chairperson	
Mrs. Essie M. Carroll	Mr. Leon Harden
Mr. Thomas O. Sanders, III	Mr. Calvin Wright
Mr. Montez C. Martin, Jr. Ex-Officio	

## **Denmark Technical College Chief Executive Officers**

Joann R. G. Boyd-Scotland, President	1993- Present
Douglas W. Brister, Interim President	1992-1993
Curtis Eugene Bryan, President	1986-1992
Marianna W. Davis, Acting President	1985-1986
John W. Henry, Jr., President	1977-1985
William L. McDuffie, Director	1969-1977
Roland B. Grant, Acting Principal	1969-1969
L. H. Dawkins, Principal	1948-1969

# Academic Calendar

## **FALL SEMESTER 2003**

<b>August 10, 2003</b>	Dorms Open for New Students (12:00 Noon)
<b>August 11-16, 2003</b>	Faculty Workdays
<b>August 11-12, 2003</b>	Orientation/Placement Testing for New Students (8:30 a.m.)
<b>August 13, 2003</b>	Registration for New Students (9:30 a.m. - 7:00 p.m.) Dorms open for Returning Students (12:00 Noon)
<b>August 14, 2003</b>	Registration for Returning and New Students (9:30 a.m. - 7:00 p.m.)
<b>August 15, 2003</b>	Registration for All Students (9:30 a.m. - 5:00 p.m.)
<b>August 16, 2003</b>	Registration for All Students (9:30 a.m. - 1:00 p.m.)
<b>August 18, 2003</b>	Late Registration Begins (9:30 a.m. To 5:00 p.m.)
<b>August 18, 2003</b>	Classes Begin
<b>August 22, 2003</b>	Last Day to Register, Change or Add Courses Without Financial Penalty
<b>September 1, 2003</b>	Labor Day Holiday
<b>September 2, 2003</b>	Classes Resume
<b>September 29, 2003</b>	Begin Filing for Fall Semester Graduation
<b>October 3, 2003</b>	Last Day to Withdraw from a Course Without Academic Penalty
<b>October 6-10, 2003</b>	Mid-Term Examinations
<b>October 13, 2003</b>	Mid-Term Grades Due (12:00 Noon) to Academic Deans Mid-Term Grades Due (5:00 p.m.) to Academic Affairs
<b>October 14, 2003</b>	Mid-Term Grades Due (12:00 Noon) to Admissions & Records
<b>October 31, 2003</b>	Last Day to File for Fall Semester Graduation
<b>November 3-7, 2003</b>	Advisement, Counseling, and Pre-registration for Spring Semester
<b>November 26, 2003</b>	Dorms Close 5:00 p.m.
<b>November 27-28, 2003</b>	Thanksgiving Holidays (College Closed)
<b>November 30, 2003</b>	Dorms Open (12:00 Noon)
<b>December 1, 2003</b>	Classes Resume
<b>December 1-4, 2003</b>	Final Examinations
<b>December 5, 2003</b>	Dorms Close (5:00 p.m.)

<b>December 8, 2003</b>	Grades Due to Academic Deans (12:00 Noon) Grades Due to Academic Affairs (5:00 Noon)
<b>December 9, 2003</b>	Grades Due to Admissions and Records (12:00 Noon)
<b>December 17, 2003</b>	<b>END OF TERM</b>
<b>December 18, 2003-January 1, 2004</b>	Holidays

## **SPRING SEMESTER 2004**

<b>January 2, 2004</b>	College Re-Opens (8:30 a.m.)
<b>January 2, 2004</b>	Faculty Workday Dorms Open for New Students (8:30 a.m.) Orientation for New Students (10:30 a.m.) Dorms Open for Returning Students (1:00 p.m.)
<b>January 2, 2004</b>	Registration for All Students (9:30 a.m. - 7:00 p.m.)
<b>January 3, 2004</b>	Registration for All Students (9:30 a.m. - 7:00 p.m.)
<b>January 5, 2004</b>	Classes Begin Late Registration Begins (9:30 a.m. - 5:00 p.m.)
<b>January 9, 2004</b>	Last Day to Register, Change, or Add Courses Without Financial Penalty
<b>January 19, 2004</b>	Martin Luther King's Birthday (Holiday)
<b>February 2, 2004</b>	Begin Filing for Spring Semester Graduation
<b>February 20, 2004</b>	Last Day to Withdraw from Courses Without Academic Penalty
<b>February 23-26, 2004</b>	Mid-Term Examinations
<b>February 27, 2004</b>	Last Day to File for Spring Semester Graduation
<b>March 1, 2004</b>	Mid-Term Grades Due (12:00 Noon) to Academic Deans —Mid-Term Grades Due (5:00 p.m.) to Academic Affairs
<b>March 2, 2004</b>	Mid-Term Grades Due (12:00 Noon) to Admissions & Records Dormitories Close (5:00 p.m.)
<b>April 2, 2004</b>	Spring Break
<b>April 5-9, 2004</b>	Classes Resume
<b>April 12, 2004</b>	Advisement and Pre-Registration for Fall Semester & Summer Term
<b>April 12-16, 2004</b>	
<b>April 26-29, 2004</b>	Final Examinations

# Academic Calendar

<b>April 29, 2004</b>	Dorms Close (5:00 p.m.)
<b>April 30, 2004</b>	Final Grades Due (10:00 a.m.) to Academic Deans Final Grades Due (12:00 p.m.) to Academic Affairs Final Grades Due (5:00 p.m.) to Admissions and Records
<b>May 1, 2004</b>	Graduation (10:00 a.m.)
<b>May 3, 2004</b>	Faculty Workday
	<b>END OF TERM</b>

## **SUMMER TERM 2004**

<b>May 3, 2004</b>	Dorms Open (12:00 Noon)
<b>May 3, 2004</b>	Faculty Workday -- Registration (9:30 a.m. - 7:00 p.m.) Orientation/Placement Test for New Students (8:30 a.m. - 12:00 Noon)
<b>May 4, 2004</b>	Classes Begin Late Registration Begins Begin Filing for July Graduation
<b>May 6, 2004</b>	Last Day to Register, Change or Add Courses Without Financial Penalty
<b>May 10, 2004</b>	Confederate Memorial Day (Holiday)
<b>May 23, 2004</b>	Last Day to Withdraw Without Academic Penalty
<b>May 24, 2004</b>	Mid-Term Examinations
<b>May 25, 2004</b>	Mid-Term Grades Due (9:00 a.m.) to Academic Deans Mid-Term Grades Due (12:00 Noon) to Academic Affairs/ Mid-Term Grades Due (5:00 p.m.) to Admissions & Records
<b>May 28, 2004</b>	Last Day to File for Graduation
<b>May 31, 2004</b>	Independence Day Holiday
<b>June 11, 2004</b>	Final Examinations
<b>June 14, 2004</b>	Grades Due (12:00 Noon) Dorms Close (5:00 p.m.)
	<b>END OF TERM</b>



# Academic Calendar

## 2004-2005 ACADEMIC CALENDAR

### *FALL SEMESTER 2004*

<b>August 8, 2004</b>	Dorms open for NEW Students (12:00 noon)
<b>August 9-10, 2004</b>	Orientation/Placement Test for NEW Students (8:30 a.m.)
<b>August 9-13, 2004</b>	Faculty Workdays
<b>August 11, 2004</b>	Registration for NEW Students (9:30 a.m. – 7:00 p.m.) / Dorms Open for Returning Students (12:00 noon)
<b>August 12, 2004</b>	Registration for Returning and NEW Students (9:30 a.m – 7:00 p.m.)
<b>August 13, 2004</b>	Registration ALL Students (9:30 a.m. – 5:00 p.m.)
<b>August 14, 2004</b>	Reg. – Saturday and Evening Classes (9:30 a.m. – 1:00 p.m.)
<b>August 16, 2004</b>	Classes Begin/ Late Registration Begins (9:30 a.m. – 5:00 p.m.)
<b>August 20, 2004</b>	Last Day to Register, Change or Add Courses without Financial Aid Penalty
<b>September 6, 2004</b>	Labor Day Holiday
<b>September 7, 2004</b>	Classes Resume
<b>September 27, 2004</b>	Begin Filing for Fall Semester Graduation
<b>October 1, 2004</b>	Last Day to Withdraw from Courses without Academic Penalty
<b>October 4-8, 2004</b>	Mid-Term Examinations
<b>October 11, 2004</b>	Mid-Term Grades Due to Academic Deans (12:00 noon) Mid-Term Grades Due to Academic Affairs (5:00 p.m.)
<b>October 12, 2004</b>	Mid-Term Grades Due to Admissions & Records (12:00 noon)
<b>October 29, 2004</b>	Last Day to file for Fall Semester Graduation
<b>November 1,3,4, 2004</b>	Advisement, Counseling, and Pre-registration for Spring Semester
<b>November 2, 2004</b>	Election Day (College Closed)
<b>November 24, 2004</b>	Dorms Close (5:00 p.m.)
<b>November 25-26, 2004</b>	Thanksgiving Holiday (College Closed)
<b>November 28, 2004</b>	Dorms Open (12:00)
<b>November 29, 2004</b>	Classes Resume
<b>November 29-December 2, 2004</b>	Final Exams
<b>December 2, 2004</b>	DORMS CLOSE (5:00 p.m.)

**December 3-15, 2004**

**December 6, 2004**

**December 6, 2004**

**December 7, 2004**

**December 15, 2004**

**December 16, 2004-**

**January 3, 2005**

### *SPRING SEMESTER 2005*

**January 3, 2005**

**January 4, 2005**

**January 4, 2005**

**January 4, 2005**

**January 5, 2005**

**January 6, 2005**

**January 7, 2005**

**January 8, 2005**

**January 10, 2005**

**January 14, 2005**

**January 17, 2005**

**February 7, 2005**

**February 18, 2005**

**February 21-24, 2005**

**February 25, 2005**

**February 28, 2005**

Faculty Workdays

Grade Due to Academic Deans (12:00 noon)

Grades Due to Academic Affairs (5:00 p.m.)

Grades Due to Admissions & Records (12:00 noon)

**END OF TERM**

Holidays

Dorms Open for New Students (12:00 noon)

College Re-Opens (8:30 a.m.)

Faculty Workday

Dorms Open for New Students (8:30 a.m.)

Orientation for New Students (10:30 a.m.)

Dorms Open for Returning Students (1:00 p.m.)

Registration for NEW Students (9:30 a.m.– 7:00 p.m.)

Registration for returning students (9:30 a.m.-7:00 p.m.)

Registration for All Students (9:30 a.m.-5:00 p.m.)

Registration for All Students (9:30 a.m.-1:00 p.m.)

Classes Begin/ Late Registration Begins (9:30 a.m. – 5:00 p.m.)

Last Day to Register, Change or Add Courses Without Financial Penalty

Martin Luther King's Birthday (Holiday)

Begin Filing for Spring Semester Graduation

Last Day to File for Spring Semester Graduation/Last Day to Withdrawal from Courses without Academic Penalty

Mid-Term Examinations

Last Day to File for Spring Semester Graduation

Mid-Term Grades Due to Academic Deans (12:00 noon)

Mid-Term Grades Due to Academic Affairs (5:00 p.m.)

# Academic Calendar

<b>March 1, 2005</b>	Mid-Term Grades Due to Admissions & Records (12:00 noon)
<b>March 25, 2005</b>	DORMS CLOSE (5:00 p.m.)
<b>March 28-April 1, 2005</b>	SPRING BREAK
<b>April 4, 2005</b>	Classes Resume
<b>April 11-15, 2005</b>	Advisement, Counseling and Pre-Registration for Fall Semester, Mini and Summer Sessions
<b>May 2-5, 2005</b>	Final Examinations
<b>May 6, 2005</b>	DORMS CLOSE (5:00 p.m.) Final Grades Due to Academic Dean (10:00 a.m.) Final Grades Due to Academic Affairs (12:00 noon) Final Grades Due to Admissions and Records (5:00 p.m.) <b>END OF TERM</b>
<b>May 7, 2005</b>	Graduation (10:00 a.m.)

## ***SUMMER SEMESTER 2005***

<b>May 9, 2005</b>	Faculty Workday - Registration (9:30 a.m.-7:00 p.m.) Orientation/Placement Test for NEW Students (8:30 a.m.—12:00 noon)
<b>May 10, 2005</b>	Classes Begin Late Registration Begins Begin Filing for July Graduation
<b>May 13, 2005</b>	Last Day to Register, Change or Add Courses without Financial Aid Penalty
<b>May 27, 2005</b>	Last Day to Withdraw without Academic Penalty
<b>May 27, 2005</b>	Mid-Term Examinations
<b>May 31, 2005</b>	Mid-Term Grades Due in Dean's Office (9:00 a.m.)/ Mid-Term Grades Due in Academic Affairs (12:00 noon)/ Mid-Term Grades Due in Admissions and Records (5:00 p.m.) Last Day to File for Graduation
<b>June 3, 2005</b>	Final Examinations
<b>June 16, 2005</b>	Final Grades Due to Academic Deans (10:00 a.m.)
<b>June 17, 2005</b>	Final Grades Due to Academic Affairs (12:00 noon) Final Grades Due (5:00 a.m.) DORMS CLOSE ( 5:00 p.m.) <b>END OF TERM</b>





# A Message From the President



**Dr. Joann R. G. Boyd-Scotland**  
**President, Denmark Technical College**

*Denmark Technical College is committed to providing quality academic programs to ensure that students are prepared to enter the world of work.*

*The Mission of Denmark Technical College is to provide students with the knowledge and skills necessary for employment or for transfer to a four-year institution. As a student, you are the most important person on campus. Our faculty and staff are committed to the College's belief in excellence for its programs and services.*

*Our college transfer programs provide an opportunity for students to receive an Associate in Arts or an Associate in Science degree. Students may also choose from many Associate degree, diploma, and technical certificate programs. In addition, we pride ourselves in creating a student-centered environment which fosters a positive learning process and an atmosphere of mutual respect.*

*Our future is productive and exciting. We hope that you will share this wonderful future with us as we journey through the 21<sup>st</sup> Century. Denmark Technical College is truly a place "Where great things are happening!"*

*Cordially,*

A handwritten signature in cursive script that reads "Joann R. G. Boyd-Scotland".

*Joann R. G. Boyd-Scotland, Ph.D.*  
*President*

# **General Information**



## **History**

The General Assembly of the State of South Carolina authorized the establishment of Denmark Technical College in 1947 and the College began operation on March 1, 1948, as the Denmark Branch of the South Carolina Trade School System. At its inception, the institution functioned under the authority of the South Carolina Department of Education and was mandated to educate black citizens in various trades.

In 1969, the control of Denmark Area Trade School (Denmark Technical College) was transferred to the South Carolina Advisory Committee for Technical Training which acted under the supervision of the State Board for Technical and Comprehensive Education. During the same year, the name of the College was changed to Denmark Technical Education Center. In 1979, the institution was accredited by the Southern Association of Colleges and Schools and assumed its present designation as Denmark Technical College. Since 1948, the College has experienced significant growth and now takes pride in the fact that it has become a comprehensive two-year college which offers a broad range of programs and services. The College is located in Denmark, South Carolina, a small city of approximately 5,000 citizens. The campus stands on 53 beautifully landscaped acres of land conveniently located about 50 miles south of Columbia, 85 miles northeast of Charleston, and 50 miles east of Augusta, Georgia.

## **Mission**

Denmark Technical College is a public, comprehensive, Historically Black, two-year technical college located in rural Bamberg County. The College annually serves approximately 2,000 credit and continuing education hour students, a mix of traditional, non-traditional, full-time and part-time. Denmark Technical College is the only technical college in the State of South Carolina with on-campus housing.

As a member of the South Carolina Technical College System, Denmark Technical College's mission is related to the educational mission of the State of South Carolina and the Technical College System.

The College's primary service area is comprised of Bamberg, Barnwell, and Allendale Counties with a legislated mandate to serve students throughout the state. As an open-door institution, the College provides affordable, post-secondary education culminating in associate degrees, diplomas, or certificates to citizens from diverse educational and socioeconomic backgrounds

The mission of Denmark Technical College is fourfold: 1) to provide students the knowledge and skills necessary for employment and maintenance of employment as technical, semi-professional, and skilled workers in engineering and industrial technologies, business, computer technologies, and public service; 2) to prepare students for transfer to senior institutions; 3) to provide graduates with competency in written and oral communications, computer literacy, information processing, mathematics, problem-solving and interpersonal skills necessary for life-long learning; and 4) to enhance the economic development and growth of the service area and the state.

Denmark Technical College pursues its mission within a student-centered environment based on the fundamental values of a commitment to excellence, fostering a positive learning process, well-balanced cultural and social experiences, an atmosphere of mutual respect, an understanding of and the ability to function in a technologically advanced world, and realization of the need for a strong work ethic.

# General Information

The College seeks to fulfill its mission by offering the following programs using multiple instructional methods, including traditional lecture and lab and distance education through interactive video and satellite technology for both on-campus and off-campus instruction.

## **Senior College/University Transfer Program:**

Completion of courses directly equivalent to the first two years of traditional college study as offered at senior colleges and major universities which may be transferred to senior colleges.

## **Technical Education:**

Curriculums designed to provide the knowledge and skills needed for employment in industry, business, and government.

## **General Education:**

Courses to provide the common knowledge, skills, and attitudes needed by each individual to be effective as a worker, a consumer, and a participant in a democratic society.

## **Continuing Education:**

Credit and non-credit classes offered during the day, in the evening, and on Saturday to assist the adults in the region in the continuation of their learning experiences.

## **Transitional Studies:**

A program to prepare individuals for admission to the technical and transfer curriculums at the College by helping individuals develop the basic skills necessary to succeed.

## **Specialized Training Programs:**

Training coordinated with South Carolina industries through the Center for Accelerated Technology Training and provided where specific job opportunities are available for new or expanding industries.

## **Region and Community Services:**

Specialized services to help meet the cultural and educational needs of the region including cultural events, workshops, meetings, lectures, conferences, seminars, and other special community projects.

## **INSTITUTIONAL GOALS**

### **Marketable Graduates**

Prepare graduates with the skills and competencies to meet the demands of a technologically dynamic, competitive workplace and academically challenging senior college environments.

### **Academic Programs**

Provide comprehensive instructional programs using flexible access to education, training, and retraining using Distance Learning, evening and weekend scheduling, and variable length courses in addition to traditional instruction.

### **Resources**

Expand and upgrade the financial and infrastructure resources necessary to achieve the College's Mission.

### **Institutional Effectiveness**

Ensure accountability and the effective and efficient performance of all aspects of the College through assessment and the continual professional development of the faculty, staff and administrators.

### **Economic Development**

Contribute to the economic and community development of the service area and the state through cooperative and collaborative programs with business and industry, community agencies and organizations, local schools and other colleges and universities.

### **Student Development**

Provide students with instructional support and cultural, recreational, and social experiences in a student-centered environment with respect for diversity.

### **Marketing and Image**

Develop a marketing strategy to promote the image of the College and to facilitate the recruitment of students.



# **General Information**

## **Campus Facilities**

The College is situated on 53 landscaped acres with a baseball field, tennis courts, and basketball courts for recreational use. The cafeteria is open to students for breakfast, lunch, and evening meals. A canteen, with a lounge area for residential and commuting students, is housed in the William L. McDuffie Student Services Center and provides an alternate meal - snack area.

## **CAMPUS BUILDINGS**

022	Physical Plant Building	Physical Plant, Public Safety, and Motor Vehicles
023	Thomas N. Rhoad Dining Hall	Cafeteria and the Culinary Arts (Food Service) Programs
024	Blatt Hall	President's Office, Institutional Research & Planning, Conference Room, Computer Center, Academic Affairs Office, Division of Business, Computer & Related Technologies, Fiscal Affairs, Personnel, Office Systems Technology, Computer Technology and Human Services
025	Smith Hall	Marketing & Media Relations, Career Planning & Placement, Cosmetology, Barbering, Transitional Studies, and Plato Lab
026	Tri-County Building	Machine Shop and Old Cafeteria
027	Storage Building	Storage Area
28	Science & Engineering Building	Criminal Justice, Early Childhood, Public Services, Chemistry, Physics & Biology Labs, Tailoring, Division of Industrial and Related Technologies, and Faculty Offices
029	Learning Resources Center	College Library, Audio - Visual Services, and Distance Learning Classroom
030	Academic Support Center	Auditorium, Health Center, and Division of Arts & Sciences
100	William L. McDuffie Student Services	Financial Aid, Dean of Students, Housing, Counseling, Testing, Game Room, Canteen, TV Lounge, Gymnasium, Director of Student Activities, Basketball Coaches' Offices, Locker Rooms, and Admissions & Records Rooms
200 & 300	Continuing Education Building, Technology Classroom, and South Building	Continuing Education, Work Keys, Masonry, Carpentry, Plumbing, Electricity, and Welding Programs
400	Automotive Technology	Classrooms and a Laboratory
500	Dawkins Hall	Residential Center for approximately 124 female students
600	Martin Luther King, Jr. Hall	Residential Center for approximately 144 male students
700	Edisto Hall	Residential Center for approximately 66 students
900	Records Storage	Records Management Center

# **General Information**

## **The Center of Learning—The Learning Resources and Technology Center**

The mission of the Learning Resources Center is to support the intellectual and cultural environment of the College by providing information and services to meet the curricular, research, and self-development needs of the students, faculty, staff and community users.

The Learning Resources and Technology Center is a gateway to information resources in both traditional and electronic formats as well as a provider of many services that meet the informational and research needs of its users.

The Learning Resources and Technology Center's webpage provides a wealth of information for users on-campus and off-campus to peruse. The online catalog is located on the library's webpage and provides access to the library's holdings in book format.

Library students, faculty, staff and the community have access to the following online research databases: EBSCOHOST, FACTS.COM, FIRSTSEARCH, PROQUEST, and FERGUSON'S CAREER GUIDANCE CENTER.

Another vital resource is DISCUS, South Carolina's Virtual Library. Managed by the South Carolina State Library, the DISCUS project provides all of the state's libraries with free access to four large databases of full text articles, reference books full text, newspapers and other informational formats. In addition to general and academic topics, the databases provide extensive coverage of topics in business and health.

Denmark Technical College offers distance education courses and programs through a variety of delivery modes. The delivery modes include synchronous delivery such as face-to-face (teacher and learner in the same classroom), one-way video and two-way audio (satellite broadcast via SC-ETC), two-way video and two-way audio (videoconferencing via Bell South lines), and on-line at same time (Internet).

Distance Education is becoming the mainstream for enhancing remote instructional technology. The Learning Resources Center participates in the SCTECHONLINE network, which originates from the Office of the State Board for Technical and Comprehensive Education offices in Columbia. This network provides inter-connectivity for all of the sixteen (16) technical colleges to provide telecommunications-based courses to students and videoconferencing to students, faculty and staff.



# Student Services

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Located in the William L. McDuffie Student Center, the Student Services Division functions as a clearing-house for student information and services, and strives to incorporate student activities as a vital part of each student's total educational experience.

Services rendered for the comprehensive development of students include:

- Career Planning and Placement
- Counseling and Testing Services
- Admissions and Records
- Recruitment
- Financial Aid
- Health Services
- Residential Centers
- Student Activities
- Transportation

## Admission

Denmark Technical College follows an "open door" policy and imposes reasonable standards for admission to the institution. However, the criteria for entry into individual programs vary. All new students, both freshmen and transfer students, must submit an application to be admitted to a program of study by the Admissions Office.

Admission to a specific program requires that the applicant has appropriate educational preparation, satisfactory placement test scores, and all admission requirements completed. Students having academic deficiencies will be required to enroll in the Transitional Studies Program. This is determined by the American College Testing Program's ASSET examination, which is administered to all students. Educational programs have minimum test score entrance requirements. These requirements, and any others necessary for entrance to a specific program of study, are stated in each program of study.

## Admission Requirements

Applicants for admission to the College must be 18 years of age or older, or possess a high school diploma or its equivalent.

Under certain circumstances, an applicant under the age of 18 who has not graduated from high school may be considered for enrollment through special arrangements between the College and the principal of the school where the applicant has been, or is enrolled.

## Admission Process

**Step 1:** Complete an application form and attach a \$10 non-refundable application fee (cashier's check or money order). The application must be filled out carefully and completely. Your Social Security number will be one of your student identification numbers at Denmark Technical College. An additional student identification number will be assigned to you. Mail or bring your application form and fee to the Admissions Office, Denmark Technical College, Solomon Blatt Boulevard, P.O. Box 327, Denmark, SC 29042-0327. The Admissions Office is located in the William McDuffie Student Services Center.

**Step 2:** The applicant must request that an official copy of his or her transcript be sent to the Admissions Office at Denmark Technical College. If you have a high school GED, please send a copy of it. If you have attended other colleges, please request that an official transcript from each college be sent to the Admissions Office. A "Confidential Statement" form from each college attended must be completed.

**Step 3:** Upon receipt of your completed application form, application fee, and other transcripts, the Admissions Office will send you a letter of acceptance and information about housing and registration. If you are planning to live in a college residence hall, you may reserve a space by completing the form which will be sent to you at that time, and return it immediately to the Business Office with a \$25 room deposit.

**Step 4:** Before you can register for courses at Denmark Technical College, you must take the ASSET. If you have already taken the ASSET, ask your high school or college counselor to send your scores to our Counseling Office. The ASSET is administered every Monday, Tuesday, and Wednesday at 9:00 a.m., 11:00 a.m. and 1:00 p.m.

## Students Without a High School Diploma/ GED

Based on the approved "ability-to-benefit" provisions of Federal Financial Aid, any applicant who is not a high school graduate must obtain a minimum ASSET score of 35 in writing and reading, and a score of 33 in mathematics for admission to the College. Applicants failing to earn the minimum ASSET scores will be referred to adult education programs in the region. Each enrollee admitted without a high school diploma or GED may take up to one year of Transitional Studies courses and receive financial aid. All transitional studies work should be completed within one year. If the student fails to clear up all basic skills deficiencies within one year, they will not be eligible for further financial aid.

## Admission to Program

Students must meet the pre-test admission and other requirements in order to gain program admission. See curriculum display sheets in the Academic Program section for specific information. Students without a high school diploma or GED may not enter an associate degree, diploma or college transfer program until a GED certificate is earned.

## Health Examination and Immunization

A medical history and physical examination are required of every student. No new student will be permitted to enroll in the College until this record is completed. Every readmitted student who has not been in attendance within three (3) years immediately prior to the date of application is required to have a medical examination. The examination must be administered by the student's physician or health care clinic and reported on a special form provided for this purpose by Health Services.

# Student Services

The College requires that all students, prior to registration, document evidence of the following immunizations.

1. Administration of tetanus toxoid booster within the last five years.
2. Administration of trivalent oral polio vaccine (Sabin) series.
3. Administration of rubella (Red Measles) live virus after January 1, 1957.
4. Administration of rubella (German Measles) vaccine with live virus after June 1, 1969, if born after January 1, 1957.
5. Tuberculin skin test (PPD) within the last 12 months. If tuberculin test is positive, negative x-ray must be documented within six (6) months prior to admission.

## Special Admission

Students who enter Denmark Technical College to take courses without becoming candidates for degrees, diplomas, or certificates are classified as special admission students. They are not subject to regular admission requirements, but must provide a completed application and a high school transcript.

## Enrollment of Senior Citizens

Persons 60 years old or over who are legal residents of South Carolina may enroll in courses free of charge on a space-available basis provided that neither they nor their spouse receive compensation from any type of employment. Such persons must follow standard admissions procedures, meet all course prerequisites as stated in the catalog, and complete a Request for Tuition Remission. Registration will take place during regular registration periods, but will not be finalized until the last day of late registration to assure available space. In the event space is limited, senior citizens may pay the full tuition to reserve a place in the class.

## International Students

All international students who desire a student visa or who are transferring from another college on a student visa must complete the following requirements in addition to the admissions procedures for new students.

1. Complete an Application for Admission Form at least three months prior to admission. Submit the \$10 non-refundable application fee.
2. Furnish official English translations of secondary and post-secondary records and transcripts showing passing scores on native secondary school exams and completion of secondary school education.
3. Submit TOEFL (Test of English as a Foreign Language) scores. An acceptable total score on the TOEFL is 500 or more. An official report from an English language institute or program with the United States will be accepted in lieu of test scores.
4. Meet individual college program requirements on the college placement test (ASSET).
5. Persons transferring from another college in the United States must initiate Form I-538 to be completed by the last college attended and must submit an official transcript and a letter of recommendation from the foreign student's advisor at that college.

6. Submit a certified financial statement from a recognized financial institution (i.e., governmental agency or bank), indicating the applicant will have sufficient funds to meet academic and living expenses and funds to return home.
7. Provide proof of health insurance coverage for one year from the date he/she will commence enrollment.
8. Pay an advance deposit of tuition for one academic year.

When all requirements are met, the College will provide a completed Immigration Form I-20 and an acceptance letter.

## Transfer Students

Denmark Technical College will accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. If fewer than 15 hours have been earned on the collegiate level, a completed high school transcript must be submitted.

The rules regulating the transfer of credit will be at the discretion of the Vice President for Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must closely parallel courses being offered by Denmark Technical College.
2. In order to transfer credit, a grade of "C" or better must have been made in the course.
3. Transfer credit will not be included in the computation of the student's grade-point ratio.

## Advanced Standing Transfer Credit

Applicant may apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution.

PLEASE NOTE: The submission of fraudulent records or information constitutes grounds for denial of admission or dismissal from the College.

## Transfer Procedures

1. New students applying to the College in a transfer status will provide official transcripts for each accredited post-secondary institution from which they are seeking transfer credit. A "Confidential Statement" form from each college attended must also be completed.
2. Only course work in which a minimum grade of "C" or its equivalent has been earned will be considered for credit.
3. Course work earned must be college level to be creditable.
4. Course work is evaluated individually on the basis of its course content and credit hours received for the course. For transfer credit to be awarded, a comparable Denmark Technical College course must exist within the student's curriculum with the course content and credit hours being equivalent as described in the Catalog of Approved Courses.



# Student Services

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5. Transfer credit will be awarded to degree, diploma, and technical certificate seeking students.
6. When advanced standing has been awarded for transfer credit, a grade of “TR” will be posted on the student’s approved curriculum profile and recorded on the student’s academic transcript.
7. A copy of the curriculum profile with transfer credit noted will be provided to the student and the student’s academic advisor.

## **Transient Students**

Students enrolled at other colleges who wish to take courses at Denmark Technical College may do so by following the admissions procedures. Written documentation of course approval from the primary college should be on file to assure transfer of the course work. It is the student’s responsibility to determine the applicability of the transfer of courses through contact with the primary college.

## **Tech Prep**

Denmark Technical College, USC-Salkehatchie and area businesses, along with the school districts in Allendale, Bamberg, and Barnwell Counties have formed the Tri-County Workforce Readiness Consortium to develop the Tech Prep program in this area.

Tech Prep programs build bridges between secondary education and post-secondary education to prepare students for careers in technology – teaching students skills that will be in demand today and tomorrow. With Tech Prep, students can take applied courses in mathematics, sciences, and communications, as well as courses in specific technical fields. Upon graduation from high school, students will be prepared to either enter the work place directly or continue their education at a technical college.

Tech Prep articulation agreements provide an option through which high school students may receive advanced standing in college vocational and technical programs.

For more information about the Tech Prep program, contact the Office of Academic Affairs at (803) 703-5108.

## **Early Admission**

Upon the written approval of their principal, qualified high school students may be granted early admission to the College on a space-available basis.

Requirements for early admission are the same as for the admission of new students. Upon graduation, the student may apply for admission as a regular student in a degree, diploma or certificate-granting curriculum.

In order for a high school student to be granted early admission, he or she must:

1. Be a high school senior.
2. Submit written permission from the high school principal. This permission must indicate that the student is in good standing with the high school.
3. Have demonstrated sufficient academic preparation for college work.

If upon graduation from high school, the student enrolls at Denmark Technical College, all credits earned will be applicable toward the appropriate degree, diploma or certificate.

If enrolling at another post-secondary institution, students may have their credits transferred, pending acceptance by the other institution.

## **Admission to Second Program**

A student completing one program may apply for admission to another program by following the general procedures. Credits for parallel courses will be granted accordingly.

## **Re-Admission Procedure**

Former Denmark Technical College students who were not enrolled for the preceding academic term (excluding summer term) and who wish to re-enroll must first complete a re-admission application. Forms are available in the Enrollment Services Office. Students who have attended another college during the interim should request the college to send an official transcript of all academic work. Applicants for re-admission are subject to established assessment and placement guidelines to ensure appropriate course placement and to promote student success.

The college reserves the right to refuse admission to any student who has an unacceptable academic, conduct, or health record. Persons who have any financial obligation to the College must resolve these obligations before they will be allowed to register for classes.

## **Students With Disabilities**

The Student Services Division provides counseling and support which helps students with disabilities pursue an academic program of their choice and participate fully in campus life. The Executive Dean of Student Services can arrange counseling, special parking, priority registration and other services needed by students with disabilities. Students with disabilities are encouraged to contact the Executive Dean of Student Services to discuss needs and concerns as they arise.

## **Continuing Education Admissions**

Requirements for admission to the various courses in Continuing Education (Personal Interest, Occupational Advancement, Community Service) depend on the nature of the course involved. Generally, the student enrolls in the selected course by completing general information and paying fees. Information on these courses may be obtained by contacting the Office of Continuing Education at the College. For further information check the continuing education section of this catalog.

## **Withdrawal From the Institution**

Students wishing to withdraw from the College should first consult their faculty advisor to review the situation and/or to inform the advisor. The student should complete a “Withdrawal Form” which must be signed by the advisor and other appropriate college personnel, and then be returned to the Admissions and Records Office.

# Student Services

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Compliance with this procedure protects the student's privileges of re-admission and credit transfer to another institution. Any student who discontinues work without formal withdrawal does so at the risk of receiving a failing grade. Withdrawal grades will be assigned according to academic regulations when the student has not met the attendance requirements. Withdrawal from any course should be done through this same procedure.

## **Administrative Withdrawal**

If a student has been consistently absent on individual class rolls and the Counselors verify that the student has had a change in enrollment status, the student is asked to complete an appropriate Withdrawal Form. If students do not follow up immediately, Counselors are authorized to complete the institutional administrative withdrawal form which notifies appropriate offices (Financial Aid, Business Office and Admissions and Records) to process students' exit documents.

## **OTHER STUDENT SERVICES**

### **Counseling Center**

The Counseling Center is located in the McDuffie Student Services Center. The Center is staffed with experienced professional counselors providing personal, academic and group counseling along with an organized tutorial program. The Counseling Center also administers a college-wide testing program including placement and proficiency tests. The Counseling Center provides the following services:

#### **Individual Counseling**

Counseling on a one-to-one basis is the most important service offered to students. The staff provides services in an atmosphere in which students may discuss problems with the assurance that all counseling information is confidential.

#### **Group Counseling**

The Counseling Center provides a variety of growth experiences through counseling, ranging from personal growth to decision-making skills.

#### **Academic Counseling**

Academic counseling is available to all students to assist them in developing strategies to improve academic performance. Academic counseling is also available for students experiencing difficulty in achieving satisfactory progress in an academic area.

#### **Tutoring**

Tutorial assistance is available for students desiring additional help. Tutors are advanced students and/or faculty members who have demonstrated expertise in the academic area assigned. Sessions are conducted to give individual attention to each student.

### **Peer Counselors**

The Peer Counselor Program is a student peer helper program which utilizes talented students as peer advisors or counselors to other students.

### **Testing**

The Counseling Center administers a college-wide testing program. The following tests are used:

- The **ASSET** is administered to all freshmen and new students as a placement test.
- The **General Education Development (GED)** is designed to provide an alternative means of obtaining high school credentials for adults who have not completed the unit requirements to qualify for a high school diploma.
- **Advanced Placement (AP)** examinations are administered to students upon request and provide advance placement in courses offered by the College.
- The **College Level Examination Program (CLEP)** is designed primarily for students who have acquired college-level knowledge outside of the classroom. These tests are administered upon request.
- The **Proficiency Examination Program (PEP)** is designed to provide an alternative to obtaining college credit through traditional classroom work. These tests are administered upon request.

### **Career Planning and Placement**

Career Planning is a developmental process subsequently leading to a successful job search and placement. As part of the education experience, placement services are available during the entire period of a student's academic involvement and after graduation, if needed. Optimum placement of the student in employment or higher education is the prime objective of the career-planning process.

The Career Center offers self-awareness development which involves sharing of information and examination of values, interests, and aptitudes as these relate to career planning. The Center provides assistance with career exploration through in-depth investigation of selected careers. Decision-making involves clarifying goals, processing information, projecting for the future, and arriving at sound vocational decisions. Career planning and placement includes examination of education and training, job-seeking skills, and life-work planning. Portfolios are facilitated and available to be forwarded to prospective employers.

Students are provided an opportunity to evaluate their career choices through the services provided in the Career Center. In addition, students may elect to include Experiential Education in their academic programs. Experiential Education may include internships, part-time and summer work, and cooperative programs.

The Denmark Technical College Placement Office will assist students in preparing a resume', identifying methods of locating appropriate positions, and, in some cases, contacting prospective employers.

# Student Services

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The Career Center has a unique, computerized career information system available to those needing help with career choices. The computer system is tied into the South Carolina Occupational Information System (SCOIS). The system provides data on various aspects of jobs, such as educational requirements, description of duties, salary levels, and employment outlooks. The computer terminal can quickly provide information on colleges, college majors, school subjects, and military training. In addition, the computer can provide information from the Employment Security Commission on jobs available in the local area and the state. A counselor is available to assist students with operating the computer and reviewing the materials. The Career Planning and Placement Office is located in Room 205 in Smith Hall.

## Student Activities

Student activities are considered a vital part of a student's educational process. Students are encouraged to participate in programs which emphasize leadership and training, service to the college and community, and the opportunity to interact with those from different cultural backgrounds. Inter-institutional sports include basketball, baseball, and softball. The College sponsors other co-curricular activities during the year and encourages students to participate.

Students who maintain a "C" average or above shall be excused with the instructor's permission to attend approved student activities in which they participate. The student is responsible for all work missed during the absence.

## Student Government Association

The Student Government Association (SGA) is one of the principal organizations through which students share in the administration of the College. The SGA assists college personnel in coordination of student organizations and activities, and helps plan and direct recreational and cultural activities, and supports the observance of college policies and regulations.

The sponsored activities of the Student Government Association are those described below.

## Student Social Functions

Social functions for students are the responsibility of the SGA. As the SGA develops a budget for the following year, social functions requested by the majority of the students are placed in the budget. At the present time, student social functions consist of the following, which are all planned and administered by the SGA:

1. Athletic Events
2. Awards Night
3. Homecoming
4. Miss Denmark Technical College Pageant
5. Miss DTC Coronation and Ball
6. Family Day
7. Spring Ball
8. Spring Picnic

## Intramural Sports

The responsibility for intramural sports lies with the Director of Student Activities and the SGA. The SGA is receptive to any suggestions for popular activities, and intramural sports are scheduled as requested by students. Currently, intramural basketball, softball, flag football and volleyball are offered.

## Clubs and Organizations

Many clubs and organizations are active on the campus. Through participation in the program of particular interest, students may explore and extend interest and develop skills and abilities in working with fellow students. Membership is open to all students who meet the qualifications of respective clubs. Those desiring information may contact the club advisor or the Student Activities Office. Clubs and organizations include the following:

**African American Cultural Society** - enhances the awareness of the African American heritage on the Denmark Technical College campus and promotes continuous enlightenment of activities concerning blacks.

**Alpha Delta Omega Honor Society** - Alpha Delta Omega is the national honor society that recognizes Human Services majors for their academic excellence and commitment to the Human Services field. To qualify, a student must be enrolled in an institution of higher education with a Human Services Program and have a grade point average of 3.0 or better in the Human Services courses.

**Alpha Phi Psi Communication** - helps students to understand their roles in communicating with people and the importance of job performance. Members promote communications activities, working with the community, and enhance skills development.

**Automated Office Club** - for all automated office students. This club helps students to understand their roles in a modern business environment.

**Barbering Club** - for all barbering students. Promotes service to the community through various experiences (projects) and helps students to understand their roles as future entrepreneurs.

**Basic Alterations/Tailoring** - for all basic alterations/tailoring students. Provides an important network for students looking for career-path jobs in tailoring.

**Building Construction Fundamentals Club** - for all building construction students. Provides an important network for students looking for career-path jobs in the building industry.

**Cheerleaders Club** - is a voluntary club consisting of those students desiring to enhance school spirit. The club members attend games and other functions to provide school spirit. A faculty or staff member acts as advisor and monitors the club's operation.

**Denmark Technical College Choir** - is open to all who enjoy singing and participating in various college-sponsored events on and off-campus.

# Student Services

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**Computer Technology Club** - for all computer technology students. Promotes academic excellence and provides a student support network.

**Cosmetology Club** - for all cosmetology students. Promotes service to the community through various projects/experiences and helps the students to understand their roles as competitive cosmetologists.

**Criminal Justice Club** – for all criminal justice students. Promotes service to the community through numerous projects which give students experience in working with the public.

**Dawkins Hall Club** – this organization provides female students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

**Edisto Hall Club** - this organization provides both male and female students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

**Esquire XIII Fraternity Club** - the purpose of the Esquire XIII Fraternity, Inc., is to enhance the program of the college community by showing to the public young men with the ultimate in refined personalities.

**Esquire XIII Sweethearts** - the purpose of the club is to promote academic excellence, to contribute to the social and moral well-being of the college and community at large, to provide support for and encourage interest in the Esquire XIII Fraternity, Inc., and to encourage the growth and development of womanhood.

**Fabian Society Club** – provides activities and information along with theatrical events to AA/AS majors.

**Food Services Club** - for all food services students. This club provides an important network for students looking for career-path jobs in hotel/restaurant tourism.

**Freshman Class**- for all entering freshmen. This club provides opportunity for members to promote freshman concerns and activities.

**General Business Club** – for all general business students. This club helps students to understand entrepreneurial decision- making through various student events/activities.

**Human Services Club** – for all human services students. Promotes service to the community through numerous projects which give students experience in working with the public.

**Martin Luther King, Jr. Brotherhood Club** – this organization provides male students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

**Off-Campus Club** - for all commuting students. Promotes opportunities for students to develop teamwork through numerous projects on-campus and in the community.

**Office Systems Technology Club** - for all office systems technology students. This club helps students to understand their roles in a modern business environment.

**Phi Beta Lambda Business Fraternity** - Phi Beta Lambda is the national organization of all students in post-secondary schools and colleges enrolled in business, office or teacher education programs who accept the purpose of Phi Beta Lambda and subscribe to its creed. The purpose of the organization is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda promotes a sense of civic and personal responsibility.

**Phi Theta Kappa Honor Fraternity** – Phi Theta Kappa, over 500 chapters strong, was founded in 1918 for recognizing and encouraging scholarship in accredited community and junior colleges. This scholastic fraternity provides service and opportunities for the development of leadership for its members, while stimulating interest in continuing academic excellence. To qualify for membership, a student must be enrolled in a two-year college degree program and have a grade point average of 3.5 or better in at least 12 credit hours.

**Student Christian Association** – open to all interested students, faculty, and staff. Provides a ministry to individuals in the campus community and encourages Christian growth and outreach.

**Welding Club** – for all welding students. Provides an important network for students looking for career-path jobs in the welding field.

## Cultural Enrichment Program

The College plans for and offers experiences that are designed to produce a socialized and well-rounded individual and ensure that campus-living has achieved its optimum purpose.

The following cultural activities are sponsored through this program:

Cultural trips to: Museums  
Concerts  
Plays  
Historic tours  
Seminars  
Conferences  
Lyceums  
Special community interest events

## Student Health Services

The Health Services Center provides first-aid treatments for injuries, accidents, and illness and makes referrals to local medical resources as deemed necessary. Family Planning Services are made available through Health Services the first Monday of each month. The Health Services Center is directed by a registered nurse who works directly with the College's physician. Routine orders for the treatment of minor

# Student Services

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illnesses and injuries are made available by the College's doctor. Students are to report all illnesses and/or accidents as soon as they occur.

A medical record is kept of all students; therefore, all students are asked to obtain a medical examination before being accepted to the College. Students are asked to report any chronic illnesses to Health Services upon arrival to campus and to report all prescription medication.

Students are asked to provide additional medical insurance information during the registration process.

## Veterans Affairs

Veterans, dependents, and survivors may obtain information and assistance from the Denmark Technical College Veterans Affairs Office. The office is open Monday through Friday, 8:30 a.m. to 5:00 p.m.

The educational allowance is intended to aid eligible veterans in meeting academic expenses. Veterans may only receive assistance for training in those programs which have the official sanction of the state approving office. Veterans may use their entitlement for vocational preparation or for upgrading purposes. Benefits are not provided for personal enrichment.

### Eligibility

Veterans who entered active duty before January 2, 1978, and who have completed at least 181 days of active duty, having been discharged from the service under any category other than dishonorable, are eligible for benefits, providing the benefits are used within 10 years of the separation date. However, persons who have been prevented from matriculating because of physical or mental illness may request an extension of the delimiting date.

Veterans who entered service after December 31, 1976, may receive benefits via VEAP (Veterans Education Assistance Program). The VA will match the individual's contributions on a two-for-one basis. Entitlement is limited to 36 months or the number of months of which a participant made contributions, whichever is less. The delimiting date is 10 years and one day after discharge.

A veteran who has a service-oriented disability which entitles him/her to VA disability compensation and who is in need of vocational rehabilitation may be eligible for benefits for up to 45 months.

Dependents and survivors (Chapter 35) of veterans who died in service or as a result of service-connected disability may be eligible for educational assistance. Veterans who become permanently and/or totally disabled and who were missing in action or captured for at least 91 days may be eligible for assistance.

A veteran who entered service after June 30, 1985, but before July 1, 1988, or who has had continuous service since December 31, 1976, and is eligible for Chapter 34 benefits as of December 31, 1976, may receive benefits under Chapter 106.

### VA Work-Study

VA work-study allows eligible veterans to perform services

for the VA in return for monetary allowance equal to the prevailing federal minimum wage. VA work-study payments are non-taxable. Eligible veterans may contract for a maximum of 750 hours of service in a fiscal year, not to exceed 250 hours a quarter. Applications for work-study may be obtained at the Veterans Affairs Office.

### Attendance

Veterans are responsible for maintaining satisfactory attendance as outlined in the College's policy. If a veteran's absences exceed 25 percent of the scheduled meetings of a class, his or her training will be reduced accordingly. (No distinction is made between excused and unexcused absences by Veterans Regional Office.) Veterans who are students receiving VA educational assistance are required to maintain satisfactory progress according to the academic standards of Denmark Technical College as approved by the state approving agency.

### Tutorial Assistance

If a tutor is required to assist a veteran in passing a subject, veterans may receive monetary assistance from the Veterans Administration to pay a tutor. This program will provide up to \$84 per month over a 12-month period. Tutorial assistance is limited to a maximum of \$1,008 per year.

## Transportation

Denmark Technical College provides bus transportation to and from the campus for students in Allendale, Bamberg, and Barnwell Counties. The Student Services Division at Denmark Technical College can furnish information about schedules and cost for transportation. Bus Transportation is also available for resident students to attend area churches and for off-campus shopping trips and activities.

## Residential Centers

Denmark Technical College is the only technical college in the state system that maintains residential facilities for full-time students. There are three residential centers on campus. Students must be actively enrolled for at least 12 credit hours (9 hours in the summer) in order to reside in the dorm. If at any point during the semester the student's course load drops below the 12 credit hours (9 hours in the summer) he or she must move out of the dormitory.

An application is necessary to ensure a room in a residential center. The initial application for housing is made when the student is accepted to the College.

The room reservation fee is \$25. The arrangements for housing are made by the Residential Center Office. The Residence Agreement contract must be signed by the student (or parent if the student is under 18 years of age) and a residential center official to ensure a room in the residential center. The assignment of a room in a residential center is for the full academic year. The contract may be broken by the student for the next semester, if written notice is given to the residential center manager 10 days prior to the end of the semester. (See Refund Policy)

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## Rules for Campus Living

Each student will be responsible for obtaining a housing contract. You may receive a contract from the Residential Student Center Office. **CONTRACT VIOLATIONS:** Any student who violates the rules and regulations will be referred to the Residential Center Director and/or to the Executive Dean of Student Services. Penalties for housing contract violations include:

1. Written warning.
2. Transfer to a different room.
3. Removal from campus housing.
4. Referral to the Executive Dean of Student Services for disciplinary action, including probation and suspension.
5. Fines and/or work projects.

The following are rules for campus living enforced by the Residential Center (see *Student Handbook* for additional information):

1. **REGISTERING FOR A ROOM:** All resident students must register with the Residential Center Office before occupying a room. Anyone occupying a room without registering will be fined \$10 and asked to leave.
2. **USE OF DORM LOUNGE FURNITURE:** Lounge furniture is not allowed to be moved to dorm rooms. Residents with furniture in their rooms taken from lounges or other rooms will be fined \$10.
3. **DAMAGE OF PERSONAL PROPERTY:** Residents must not deliberately damage personal and/or real property. This includes throwing liquids or objects from doors, windows and roofs. Violators will face actual damage charges and actions through the Executive Dean of Student Services Office.
4. **FIRE ALARMS AND EQUIPMENT:** Residents who deliberately damage property or set false fire alarms will be evicted from the dormitory. It is also a violation of state laws to tamper with fire-fighting equipment. *Convictions of this offense can bring a \$100 fine and/up to 30 days in prison.*
5. **HEALTH AND SAFETY CHECKS:** Room checks are made daily by the Housing Department. Notices are posted well in advance of these checks; however, follow-up checks can be made without notice. Violations of any dorm regulations will result in disciplinary action.
6. **OVERNIGHT GUESTS:** Residents may have guests for a maximum of two consecutive nights as long as space is available and their roommate agrees. Guests may register in advance with residence hall staff members or the Housing Director. Residents who fail to register in guests will be charged \$10 per guest. No guest may stay more than two nights except when prior approval is given by the Director of Housing.
7. **PERSONAL PROPERTY and INJURIES:** Denmark Technical College assumes no liability for any *personal property* that is lost or damaged or any *personal injuries* that residents and their guests sustain.
8. **QUIET HOURS:** These hours will be posted in each dorm.
9. **MUSIC:** Loud noise and music are prohibited during quiet hours. Consideration of others is requested when playing stereos. Pointing speakers out of the window or door is prohibited. Violators will be disciplined.
10. **VACATING A ROOM:** Residents must check with the dorm supervisor before moving out of a room during the semester or at the end of a semester. The Dorm Supervisor will inspect the room with the resident to assess its condition. The room key must be returned at this time. A \$50 fine will be charged for each key that is not returned.
11. **ELECTRICAL APPLIANCES:** Because the residence halls have electrical circuit limitations, multiple plugs and extension cords are not allowed. Radios, stereo equipment, and televisions can be used as long as they do not require outside antennas. All appliances must be registered with the dormitory supervisor. Residents with unregistered appliances will be disciplined.
12. **COOKING EQUIPMENT AND REFRIGERATORS:** The only cooking equipment allowed in rooms are UL listed coffee pots and popcorn poppers without exposed heating coils. Microwave ovens are not allowed. Small refrigerators are also allowed.
13. **FLAMMABLE MATERIALS AND FIREWORKS:** The ignition or detonation of anything which could cause damage by fire, explosion or similar means to persons or property, and possession of any kind of weapon, i.e., hand guns, fireworks or explosives is prohibited on any property owned or operated by Denmark Technical College.  
**NOTE:** Penalty for Possession of Firearms or other Dangerous Weapons on or off Denmark Technical College Property: **ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPON WHILE ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.**
14. **ALCOHOL AND DRUGS:** Possession of any alcohol or non-prescription drugs is prohibited. The sale, barter, exchange or gift of such drugs or alcohol from anyone without legal authority to possess them is prohibited. Violators will face disciplinary actions which could result in suspension from school or prosecution by law.  
**NOTE:** Penalty for possessing, using, or distributing narcotics or unlawful drugs on or off Denmark Technical College Property: **ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF, USING, OR DISTRIBUTING ANY NARCOTICS OR UNLAWFUL DRUGS ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.**
15. **ROOM VISITATIONS:** The dormitory rooms are to be occupied by members of the same gender. Males or females are not to have a member of the opposite sex in their dormitory beyond the lobby. The penalty for having a member of the opposite sex in any area beyond the

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lobby is suspension for one semester followed by non-academic probation for one semester and ineligibility to reside on campus. \*Denmark Technical College expressly prohibits the presence of infants, or any other persons who are not officially registered as student residents in the dormitories for any extended period of time. While visitors are permitted, their visitations may not exceed a period of 48 hours. The violation of these provisions may result in an immediate termination of the student resident contract.

16. **CLEANLINESS** – Occupants of residence halls are required to keep their rooms clean and tidy. Dirty and untidy rooms create a health and safety hazard. Failure to adhere to this rule will result in cancellation of the housing contract.

## **POLICIES, RULES AND REGULATIONS**

### **Conduct**

The responsibility for maintaining discipline at the College is vested in the Office of Student Services, which investigates any instances of misconduct. They may refer cases to either of the judicial boards for the appropriate disciplinary action.

Dorm Supervisors have the authority to ensure that the rules and regulations of the College are adhered to by all of the College's students in the residential centers and on the campus. Registration at the College involves the student's acceptance of all rules not only those that are published.

### **Breakage Fee Policy**

**Purpose:** To establish procedures whereby students at Denmark Technical College may receive timely adjustments to their accounts and to promote operational effectiveness, the guidelines listed below have been developed.

**General Guidelines:** A breakage fee will be assessed to the account of each student who resides on campus at the beginning of each academic term during the registration process. The breakage account will be reconciled by the Office of Fiscal Affairs at the close of each academic term based on "Fee Assessment Forms for Dorm Damages" received from the Office of Residential Services and verified by the Executive Dean of Student Services.



Students who do not have a breakage fee will receive a full refund. Students who have breakage damages less than the breakage deposit, will receive an appropriate refund equaling the deposit. If students have breakage damages in excess of the breakage deposit, their account will be charged for the amount due.

### **Housing Procedures**

1. Once students have been accepted to the College, they must submit a housing application with a (nonrefundable) housing deposit of \$25, and apply for a financial aid award, if applicable, in order to reserve a room in the dorm.
2. Once the \$25 housing deposit has been received, the "Student Housing Contract Agreement" will be mailed to the student with a "Parent Consent Form for Sign-in/Sign-out." Upon receipt of the contract and consent form, the student must sign and return these documents to the Office of Residential Services with a \$50 deposit for breakage.
3. The housing assignment is mailed after the contract is received by in the Office of Residential Services. During the dormitory check-in process, a "Residential Hall Agreement" form is completed by the Dormitory Supervisor with the student indicating the condition of the room upon entrance. This form is signed by the student, Dormitory Supervisor, and parent, if available.
4. The \$50 breakage fee is deposited to each dorm student's account at the beginning of each academic term during the registration process.
5. At the close of each term during the dormitory check-out process, the Dormitory Supervisor along with the student re-evaluates the condition of the room, informs student of the findings along with the charges and completes the "Fee Assessment Form for Dorm Damages" for submittal to the Executive Dean of Student Services.
6. The Dean verifies charges assessed with Dormitory Supervisors and submits forms to the Office of Fiscal Affairs.
7. The Office of Fiscal Affairs reconciles each student's breakage account at the close of each academic term and students are notified of breakage charges assessed. Refund checks are distributed by the Business Office, when applicable.

### **Alcohol/Drugs Policy**

It is the policy of the South Carolina Technical College System to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules and legal statutes.



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Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and/or drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through the use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs, and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure employees and students are aware that:

1. Alcohol and other drugs at the workplace and in the educational setting are dangerous because they lead to physical impairment, loss of judgment, safety violations and the risk of injury, poor health or even death. Information concerning health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College Mission, as well as seriously affecting the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use and related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs, (SAP), or drug/alcohol rehabilitation services is encouraged.

## Smoke-Free Environment Policy

For Denmark Technical College to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke. Smoking is prohibited inside all facilities at the College.

## Public Safety Regulations

The Department of Public Safety and Security (located in Building 022) enforces state, county, and municipal laws and regulations for the protection and security of persons and property at Denmark Technical College. The College's Public Safety Officers are commissioned by the Governor as state constables with full police powers and state-wide authority. All S.C. State Statutes are enforced.

### 1. Vandalism

S. C. Code of Law (16-11-510) makes it a misdemeanor for anyone to willfully damage, destroy, or change in any manner the property of another, in this case, your fellow students, faculty/staff or property of Denmark Technical College. (Malicious injury to real property – damage less than \$200 (Magistrate Court Bond \$237), more than \$200 (General Sessions Court).

### 2. Alcohol and Drug Use on Campus

- a. It is against institutional policy to have and use either alcohol or drugs on campus.
- b. Students with alcohol or drugs in their possession are subject to the S.C. Code of Laws that deals with alcohol and drugs.
- c. Law Enforcement Officers will conduct periodic surveillance. Violators will be prosecuted in accordance with the law.

### 3. Speeding or Failing to Stop for Stop Sign

The speed limit on campus is 15 m.p.h. monitored by use of radar. Violators will be issued a uniform ticket and a summons to magistrate court. Violators will be fined not less than \$50 (30 days) and/or two or more points will be assessed on their driver's license.

### 4. Disorderly Conduct

Disorderly conduct laws apply on the Denmark Technical College campus as well as anywhere else in the state of other jurisdiction. Persons fighting, or found to be a conspirator to a disturbance on either the Denmark Technical College campus or the Voorhees campus will have criminal charged filed against them.

### 5. Loitering on Campus

Loitering on campus at night after visiting hours is prohibited. Students are requested to either be in dormitories or leave the campus. Students may be stopped by the officer on duty and asked to present a student ID card to determine status. Students are requested to adhere to the laws, rules, and regulations provided to promote safety and security at the College.

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## Parking and Traffic Regulations

### General

1. All South Carolina State laws and Bamberg County laws apply on the Denmark Technical College campus unless specifically superseded by Denmark Technical College's regulations.
2. The Bamberg County Court has jurisdiction over all traffic and parking offenses.
3. Drivers must obey the instructions of designated traffic controllers.
4. All posted traffic signs and signals must be obeyed.
5. Uniform state and Denmark Technical College citations will be issued to violators.
6. Traffic, parking and registration violation fines may be paid to the Business Office. Failure to pay at the Business Office will result in a summons to magistrate's court and additional fines imposed.
7. Denmark Technical College assumes no responsibility for any vehicle or its contents.
8. Vehicle traffic on campus between the hours of 1:00 a.m. and 7:00 a.m. is restricted.
9. Vehicle accidents on campus must be reported to the Public Safety Office immediately.
10. Pedestrians always have the right of way.

### Vehicle Registration

Temporary parking permits are issued for any reasonable need by the Denmark Technical College Department of Public Safety.

1. All vehicles of faculty/staff and students regularly or occasionally driven on campus must be registered with the Denmark Technical College Department of Public Safety.
2. Identification decals or visitor's passes must be displayed as directed.
3. Vehicle registrants are responsible for all non-moving and parking violations.

### Traffic Controls

1. Parking, standing, loading and unloading are prohibited on yellow curbs and where posted.
2. Parking on grass in front of shop buildings or doorways is prohibited.
3. Fast take-offs, loud mufflers, or loud radios are not allowed on campus.
4. Vehicles are not allowed to be parked or stand in a lane of traffic except to avoid an accident.

### Towing and Impoundment

Vehicles may be towed and impounded at owner's risk and expense if:

1. The vehicle is blocking a fire lane.
2. The vehicle is blocking another vehicle's traffic lane, driveway, or service entrance.

3. The vehicle is parked in a restricted area.
4. Three or more outstanding traffic and/or parking citations have been issued against the vehicle.
5. The vehicle is creating a safety hazard in the opinion of the Public Safety Office.
6. Vehicles are repaired in parking lots or traffic lanes at any time for any reason.

### Parking Decals

1. All decals must be displayed on the left side of the front windshield.
2. Vehicle decals should be removed upon expiration or when a student's or employee's status changes.
3. Vehicle decals should be removed by heating them with a blow-type hair dryer. Acetone (fingernail polish remover) will remove any vestiges of adhesive without damaging the windshield's surface.

## STUDENT CODE AND GRIEVANCE PROCEDURE

### General Provisions

#### I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code and Grievance Procedure for Denmark Technical College sets forth the rights and responsibilities of the individual student.

When used in this document, the following definitions are in effect unless the content requires other meaning:

- A. "College" means Denmark Technical College.
- B. "President" means the chief executive officer of Denmark Technical College.
- C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as President, Vice President, Dean of

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- Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
  - E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
  - F. "Student" means a person taking any course(s) offered by the College.
  - G. "Instructor" means any person employed by the College to conduct class.
  - H. "Staff" means any person employed by the College for reasons other than conducting class.
  - I. "SGA" means Student Government Association of the college.
  - J. "Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
  - K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
  - L. "Suspension" means a temporary separation of the College and student under specified conditions.
  - M. "Expulsion" means permanent separation of the College and student.

## STUDENT CODE

### *I. General Rights of Students*

- A. Non-discrimination  
There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex, or disability.
- B. Freedom of Speech and Assembly  
Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and non-discriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated College official requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
- C. Freedom of Press  
In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the

College shall have an editorial board with membership representing SGA, faculty and administration. College has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

- D. Protection Against Unreasonable Searches and Seizures  
Students are entitled to the constitutional right to be secure in their persons, dwelling, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Student Representation in College Governance  
Students should be represented on campus committees that have the following duties:
  - 1. To propose policy that affects student activities and conduct.
  - 2. To make policy decisions on such matters.
  - 3. To implement policy.
- F. Classroom Behavior  
Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of the class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.
- G. Evaluation and Grading  
Instructors will follow the announced College standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

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## H. Privacy

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

## I. Records

### 1. General

The Student Records Office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial and (7) veterans affairs.

### 2. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- To instructors and administrators for legitimate educational purposes.
- To accrediting organizations to carry out their functions.
- To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.
- If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

### 3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

### 4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

## II. Student Government and Student Organizations

### A. Student Government Associations

The College's Student Government Association's constitution, as approved by the Area Commission, establishes the governance structure for students at the College.

Amendments to the constitution require approval as stipulated in the Student Government Association constitution.

### B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization's constitution or by-law must be prepared, and a person must be identified who is willing to serve as faculty advisor and the names of at least 10 charter members must be submitted.

## III. Proscribed Conduct

### A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

### B. Abuse of the Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary action. In the event of illegal or disruptive activity on the College campus, the Executive Dean of Student Services or other administrative officer will request those involved either to leave the campus or abide by the regulations governing the uses of, or presence on the campus. The Executive Dean of Student Services or other official will further announce that failure to disperse will result in Enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to

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illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

## C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

1. Cheating on tests is defined to include the following:
  - a. Copying from another student's test or answer sheet.
  - b. Using materials or equipment during a test not authorized by the person giving the test.
  - c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of a test prior to its administration.
  - e. Bribing or coercing any other person to obtain tests or information about tests.
  - f. Substituting for another student, or permitting any other person to substitute for oneself.
  - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

## D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration or misuse of college documents, records, or identification cards.
  2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. Infringement of Rights of Others includes, but is not limited to the following:
1. Physical or verbal abuse inflicted on another person.
  2. Severe emotional distress inflicted on another person or other property.
  3. Theft, destruction, damage, or misuse of the private property of members of the College community or nonmembers of the College community occurring on campus or off campus during any College approved activity.
  4. Sexual Harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
  5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
  2. Unauthorized entry upon the property of the College after closing hours.
  3. Unauthorized presence in any college facility after hours.
  4. Unauthorized possession or use of a key to any college facility or other property.
  5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
  6. Possession, use, or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.

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7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others or adversely interferes- with other normal functions and services.

## IV. *Rules of Student Disciplinary Procedures and Sanctions*

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal states. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

### A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the students involved to cease and desist such conduct and advise the students that failing to cease and desist may result in immediate administrative suspension. If the students fail to cease and desist, or if the students' continued presence constitutes danger, the President of the College, or his/her designee, may temporarily suspend the students from the College, pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer will inform the student in writing about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

### B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct

must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the instructor, after meeting with the student determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - c. Assign a failing grade for the course.
  - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Instructional Officer within several working days of the date of the Chief Instructional Officer's letter.
5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:

# Student Services

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- a. A restatement of the charges.
    - b. The time, place, and location of the meeting.
    - c. A list of witnesses that may be called.
    - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V.A.2.e.
  6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following:
    - a. accept the decision and the sanction imposed by the instructor.
    - b. accept the instructor's decision but impose a less severe action.
    - c. overturn the instructor's decision.
  7. The Chief Instruction Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
  8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions:
    - a. accept the decision and the sanction imposed.
    - b. accept the decision but impose a less severe sanction.
    - c. overturn the decision.The President's decision cannot be appealed further.
- C. Student Misconduct
1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
  2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
    - a. Drop the charges.
    - b. Impose a sanction consistent with those shown in Section IV.D.2.c.
    - c. Refer the student to a college officer or
  3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.
  4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.
- D. The Student Appeals Committee
- Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.
1. Membership of the Committee shall be composed of the following:
    - a. Three faculty members appointed by the Chief Academics Officer and approved by the President.
    - b. Three student members appointed by the appropriate student governing body and approved by the President.
    - c. One member of the Student Services staff appointed by the Executive Dean of Student Services and approved by the President.
    - d. The Executive Dean of Student Services serves as an ex-officio nonvoting member of the Committee.
    - e. The President shall appoint the Committee Chair from among the committee membership. Ex-officio members of the Committee may not serve as the Committee Chair.



# Student Services

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2. Functions of the Committee are described as follows:

- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
- b. To hand down a decision based only on evidence introduced at the hearing.
- c. To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
  - (1) Academic Misconduct
    - (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
    - (b) Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
    - (c) Assign a failing grade for the course.
    - (d) Require the student to withdraw from the course.
  - (2) Student Misconduct
    - (a) A written reprimand.
    - (b) An obligation to make restitution or reimbursement.
    - (c) A suspension or termination of particular student privileges.
    - (d) Disciplinary probation.
    - (e) Suspension from the College.
    - (f) Expulsion from the College.
    - (g) Any combination of the above.

V. *Procedures for Hearings before the Student Appeals Committee*

A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for a hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
  - a. A restatement of the charge or charges.
  - b. The time and place of the hearing.
  - c. A list of all witnesses who might be called to testify.
  - d. The names of Committee members.
  - e. A statement of the student's basic procedural rights. These rights follow:
    - (1) The right to counsel. The role of the person acting as counsel is solely to

advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.

- (2) The right to produce witnesses on one's behalf.
- (3) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
- (4) The right to present evidence. The Committee may determine as to what evidence is admissible.
- (5) The right to know the identity of the person(s) bringing the charge(s).
- (6) The right to hear witnesses on behalf of the person bringing the charges.
- (7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
- (8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.

2. On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer concurs with this change.

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a. The student and the person who initiated the charges. However the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
  - b. Counsels for the student and the College.
  - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.

# Student Services

- e. Witnesses who shall:
  - (1) Give testimony singularly and in the absence of other witnesses.
  - (2) Leave the committee meeting room immediately upon completion of the testimony.
- 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- 3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- 4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
- 5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
- 6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
- 7. Decisions of the Committee shall be made by majority vote.
- 8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.
- C. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

  - 1. Receive from the student an appeal of the Committee's decision.
  - 2. Review the findings of the proceedings of the Committee.
  - 3. Hear from the student, the Executive Dean of Student Services, and the members of the Committee before ruling on an appeal.

- 4. Approve, modify, or overturn the decision of the Committee.
- 5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

## STUDENT GRIEVANCE PROCEDURE

### *I. Purpose*

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status excluding sexual harassment complaints. Because of the sensitive nature of this type of
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

### *II. Definitions*

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for the student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services pr his/her designee.

# Student Services

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- F. "Student" means the person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

### III. Procedures

#### A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

#### B. Second Step

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgement of receipt of the grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

#### C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Office shall immediately notify the

President who shall ensure that the Committee is organized in a manner consistent with Section IV.A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee. The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request prior to the scheduled meeting.

#### D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the College within ten instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

### IV. The Student Grievance Committee

#### A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the Committee. The President must approve all recommended members.

#### B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

#### C. Rights of the Parties Involved in a Grievance

When a grievance committee is scheduled, the parties involved are entitled to:

# Student Services

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1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
    - a. A brief description of the complaint, including the name of the person filing the complaint;
    - b. the date, time and location of the meeting, and
    - c. The name of any person who might be called as a witness.
  2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
  3. Appear in person and present information on his/ her behalf and present additional evidence to the Committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
  4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
  5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.
- D. Hearing Procedures
1. Hearings are closed to the public. When testimony is being given, only the Committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
  2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not taped-recorded. After resolution of the appeal, the tape recording will be kept for three months in the Office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
  3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
  4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
  5. The student shall bear the burden of proof.
  6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the Chairperson shall vote and thus break the tie.
  7. The Chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two instructional weekdays of the Committee's decision.

## **Student Complaints About the English Fluency of a Faculty Member**

When a student files a written complaint with the Division Dean regarding the English Fluency of an instructor, the Division Dean will immediately alert the Vice President for Academic Affairs who shall refer the instructor within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation.

An instructor who is judged proficient by the Committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication problem exists, appropriate actions can be initiated.

A permanent instructor judged deficient by the Committee will be given one academic term to develop sufficient English fluency to be judged proficient by the Committee. If during the term, the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken, up to and including termination. An adjunct instructor judged deficient by the Committee may be immediately terminated.

# Student Services

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## GRIEVANCE FORM

Filing Date \_\_\_\_\_

I. Name of Grievant \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

II. Name of Person Against Whom Grievance is being Filed \_\_\_\_\_

\_\_\_\_\_

III. Nature of Grievance:

IV. Desired Solutions

V. Action Taken by Grievant to Date:

**ATTACH ALL PERTINENT WRITTEN DOCUMENTATION AND FORWARD TO  
APPROPRIATE SUPERVISOR**

\_\_\_\_\_  
SIGNATURE OF GRIEVANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF DEAN

\_\_\_\_\_  
DATE

# Student Services

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## Acceptable Student Use Policy for Computer Labs, Network Services and the Internet

### *General Principles*

Computers are available for student use in the computer labs and in the Learning Resources Center. Student users are subject to the standard of Acceptable Use that is contained in this policy.

1. Access to computer systems and networks owned or operated by the State of South Carolina necessitates the following principles governed by policies and laws aforesaid referred.
2. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security, mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
3. Users who do not comply with this policy may be subject to limitations on their use of the network as determined by the appropriate supervising authority.
4. Users of the network services provided by the State of South Carolina, the State Technical College System and Denmark Technical College may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring by all three entities and agree to this practice.
5. Users who violate any copyright declarations are acting outside the course and scope of the authority governing the Acceptable Use Policy. The State of South Carolina, the State Technical College System and Denmark Technical College are therefore relieved of any legal responsibilities. Users will be held personally responsible and liable for such infringing activities.
6. By participation in the use of networks and systems provided by the State, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in legal action of the authoritative boards.
7. This document may be updated on an as-needed basis and is subject to annual review.

### *Special Provisions*

Student Users Shall:

1. Use the computer terminals primarily for academic purposes and classroom assignments. Users may access only files that are in keeping with the policies and laws of the governing bodies heretofore mentioned.

2. Refrain from monopolizing systems, overloading networks with excessive data or computer time, connect time, disk space, printer paper, manuals or other resources.
3. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

Student Users Shall Not:

1. Use the network for illegal, or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene, or otherwise illegal or unlawful materials.
2. Use mail or messaging services to harass, intimidate or otherwise annoy another person.
3. Use the network for private, recreational, non-public purposes including the conduct of personal commercial transactions.
4. Use the network for commercial or partisan political purposes.
5. Use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volumes network traffic which substantially hinders others in their use of the network.
6. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.
7. Use the computers to play games, enter chatrooms or download information to the PC.
8. Manipulate any files on the Windows Desktop or configure/change any settings.

**Violators of this policy may forfeit their access to computers on campus.**

**All student users of Denmark Technical College's electronic resources will be required to sign a copy of this policy to acknowledge their understanding of the policy and agree to abide by it.**

# Student Services

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## Campus Sexual Assault Procedure

Sexual assault is a violent act of aggression. Studies show that at least 25% of female college students are victims of rape or attempted rape and 84% know their attacker. Victims of sexual assault are urged to report the crime. Persons who commit this crime are known to repeat the act and cannot be caught or stopped without the victim's assistance. The following applies to all members of the Denmark Technical College community: students, faculty, administrators, staff, contract employees and visitors.

Denmark Technical College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of all threat of unwelcomed and unwanted sexual actions. It strongly condemns sexual offenses and will not tolerate sexual offenders and supports those who have been victimized.

Denmark Technical College urges all students and personnel to exercise sound judgment when moving about the campus. Dormitory students are informed during student orientation to lock their doors and windows at all times. They should let someone know where they are going and should not walk alone, particularly at night.

If a sexual assault occurs on campus, the Campus Police should be notified immediately. If the responding officer is not a female, a female officer or female authority figure will be summoned. The main objectives are to get medical assistance for the victim and preserve the crime scene. The College Nurse, the President, the Executive Dean of Student Services and the Chief of Public Safety should be notified immediately. Every effort will be made by College personnel to handle sexual assault with the utmost discretion.

Sexual assault is committed against a person's will, as well as evidenced by refusal of consent or the use of force, threat or intimidation, or against a person who by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

If sexual assault occurs off-campus, the police officers from the proper jurisdiction should be notified immediately. Emergency Medical Services should be notified. In order to have the evidence needed for investigation, the victim should avoid douching, showering, changing clothes, brushing teeth, drinking or disturbing the crime scene in any way.

The College will respond promptly, fairly and decisively to all reports of sexual assault. Members of the College community accused of these actions will be subject to College disciplinary procedures when the alleged incident has occurred on campus or when the action has occurred off campus and materially affects the learning environment or operations of the College.

Sexual assaults are serious violations of the College's student code, faculty standards and College employee policies. They are crimes under state law and are punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Denmark Technical College makes assistance available to those who have been affected by sexual assault through the Office of the Executive Dean of Student Services and the Office of Public Safety.

# Fees and Student Aid

## FEES 2003-2004

Tuition and fees must be paid at the beginning of each semester. Students will not be permitted to enter classes until a paid receipt had been obtained from the Cashier-Business Office. A penalty of **\$60** will be charged to students for registering during the **late period**. Please submit payments by **money order or cashier's check** payable to Denmark Technical College. If mailing payments in advance, mail to: Denmark Technical College, Attention: Business Office, Post Office Box 327, Denmark, SC 29042-0327.

## COST PER SEMESTER

1<sup>ST</sup> Semester Costs payable by August 10th  
2<sup>ND</sup> Semester Costs payable by December 8th

### -FULL-TIME STUDENTS OFF-CAMPUS-

	<u>S. C. Students</u>	<u>Out-of-State Students</u>
Tuition	\$ 1,044.00	\$ 2,088.00
Insurance	45.00	45.00
Technology Fee	50.00	50.00
Total Fee (off campus)	\$1,139.00	\$ 2,183.00
<b>Total for the Year</b>	<b>\$2,278.00</b>	<b>\$ 4,366.00</b>

### - FULL-TIME STUDENTS ON-CAMPUS -

Tuition/Instructional Fee	\$ 1,044.00	\$ 2,088.00
Insurance	45.00	45.00
Student Activity Fee	50.00	50.00
Technology Fee	50.00	50.00

Room Rent (Adjustment in charges, when necessary, will be made after rooms are occupied).

#### Each Semester

Room Rent	\$ 711.00	\$ 711.00
Breakage Deposit	50.00	50.00

Board (Required of all students who reside in dormitories).

Each Semester	\$ 837.00	\$ 837.00
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**Total for each semester: \$2,787.00 \$ 3,831.00**

**Total for the Year \$ 5,574.00 \$ 7,662.00**

## PART-TIME STUDENTS:

S.C. Resident Cost Per Credit Hour	\$ 87
Out of State Student Cost Per Credit Hour	\$174
Technology Fee—All Part-Time Students	\$ 50

## Books estimated at \$375 per semester.

### Additional Cost For Early Childhood Development Students

	<b>Cost</b>
South Carolina Law Enforcement (SLED) Check	\$25.00
T.B. Time Test	13.00
CPR/First Aid	20.00

\*NOTE that all costs are subject to change.

## OTHER FEES AND FEE INFORMATION

### Technology Fee

The Technology Fee is assessed to all students. This fee is used to defray the cost of maintaining and upgrading hardware and software to meet the technological changes in curriculum requirements.

### Special Exemption

Persons who are 60 years old or more and who are legal residents of South Carolina may attend classes for credit or non-credit purposes on a space-available basis without paying tuition, provided that neither they nor their spouses receive compensation from any type of employment. Any person attending classes for credit must meet admission requirements.

### Rental of Graduation Regalia

Graduating students will be charged the cost of renting caps and gowns and other materials required for participation in graduation ceremonies. Current costs will be posted.

### Books and Supplies

Costs of books and supplies are determined by each student's needs in a particular program of study. Costs are not included in tuition. The campus bookstore carries these items for purchase by the student (*estimated cost: \$375 per semester*).

### Continuing Education Fees

Continuing Education fees are based on the number of class hours and instructional costs for each course.

### Payment of Fees

Tuition and fees must be paid at the beginning of each semester. Students will not be permitted to enter classes until a billing statement stamped "Approved" has been obtained from the cashier.

Payment to the College may be made in the form of a cashier's check, money order or certified check, made to Denmark Technical College. If mailing payments in advance, mail to: Fiscal Affairs Office, Denmark Technical College, P.O. Box 327, Denmark, SC 29042-0327.



# Fees and Student Aid

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## Debts Owed to the College

Students will not be permitted to graduate, receive transcripts or re-enroll in any programs until all debts incurred at the College have been paid in full.

## Vehicle Registration

Each student is required to have a current parking permit properly displayed on any vehicle driven and/or parked on campus. Permits will be valid from September to August each year. (This applies to all full-time, part-time, and Continuing Education students.)

Any student who loses his/her permit or trades automobiles may apply for a new permit. The student shall apply for the new permit in the Public Safety Office. The parking permit is free.

## ID Cards

Student identification cards are issued during registration. New ID cards are issued at the beginning of each academic term. There is a \$5 fee for lost cards. ID cards are required for all students and must be presented when requested by College personnel.

## Student Insurance

This coverage insures students while on the premises of the College, at College-sponsored activities, College-sponsored trips, and while en route between home and College. Student insurance is furnished at the time of registration for all full-time students attending Denmark Technical College. The cost of this insurance is included in the semester fee and is optional to part-time students for a minimum fee.

Emergency services will be rendered at the Denmark Medical Center during office hours and at the Bamberg Memorial Hospital after office hours.

Students who are to be hospitalized will be admitted to the Bamberg County Memorial Hospital, Bamberg, SC, or referred to their family physician.

## Late Registration

Any student registering after scheduled registration days must pay a \$60 late fee.

## Refund Policy

It is the policy of Denmark Technical College to refund tuition, fee, room and board charges to students who officially withdraw, depending on the withdrawal date. For a complete description of the Denmark Technical College Policy, please see the current Tuition and Fees brochure which is available in the Business Office.

**No Refunds to Housing Students** – No refunds will be granted to students who contract for housing if the College receives written notification of cancellation after the last day to register, change or add courses without financial penalty. Students will be responsible for room charges for the entire semester or summer session for which they are enrolled.

- a. A room reservation fee (\$25) will not be refunded if a student moves off campus anytime during the semester session in which he or she is enrolled.
- b. If a student who has previously lived in the residence hall makes a request to move back on campus, a (\$25) room reservation fee will be required.

**Refunds to Veterans, Non-Degree** – Refunds to veterans and/or orphans of veterans will be made subject to the limitations set in VA Regulation 12204.1. The College agrees to furnish each Public Law 500 Veteran and/or orphan a copy of the refund policy upon request.

**Requesting a Refund After Overpayment** – If a student anticipates a refund due to an overpayment, the student should check with the Cashier. All refunds will be processed and payable by check within 14 days after the properly executed withdrawal form has been received in the Business Office.

## Financial Aid

Financial Aid assistance may be available to meet the cost of attending college. This assistance may be in the form of grants, scholarships, loans or work-study. Grants are gifts which do not have to be repaid. Loans must be repaid with interest, usually six months after the student leaves school. The work-study program consists of part-time employment on or off-campus which does not interfere with the student's class schedules. Specific information on scholarships can be found in the Financial Aid Office.

Application for financial aid must be made to the Office of Financial Aid. Eligibility must be established each year for which aid is requested by completing a Free Application for Federal Student Aid (FAFSA).

Many Denmark Technical College students receive assistance through one or more of the major federal aid programs. Some also obtain aid from state and local sources. Those needing assistance are urged to look for local aid programs as well as to investigate the sources listed below.

## The Major Federal Aid Programs

**Federal Pell Grant** - Pell Grants provide non-repayable funds to eligible applicants and are intended to be the foundation of a combination of awards. These grants may be used for payments of tuition, books and living expenses, but do not to cover the full cost of these items.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - FSEOG's are awarded to students with exceptional financial need. At Denmark Technical College, FSEOG's are awarded to students who have remaining eligibility after being considered for a Pell Grant and part-time work.

**The Federal Stafford Student Loan** (formerly the Guaranteed Student Loan or GSL) is a low-interest loan administered by the South Carolina Student Loan Program to assist students in paying educational-related expenses.

# Fees and Student Aid

Repayment is deferred until six months after the student leaves college and payments are made in monthly installments.

**William D. Ford Federal Direct Loans** - Federal Direct Loans are low interest loans available to students to help pay expenses related to attending a college or university. Repayment with interest begins six months after the student stops attending college at least half-time.

A direct subsidized loan means that the Federal Government will pay the interest on the loan while you are enrolled in college on at least a half-time basis and during the grace period or, if possible, deferment period. Direct unsubsidized loans are available if you do not qualify for other types of financial assistance. An unsubsidized loan means that you are responsible for paying all interest on the loan.

**Federal Direct PLUS Loans** - The Federal Direct Plus Loan Program was established to ease the burden that the cost of post-secondary education places on many families. Federal Direct PLUS loans are available to parents of dependent students who need additional financial assistance or who may not qualify for other types of financial assistance.

**Federal Work-Study (FWS)** - The Federal Work-Study Program provides part-time employment for eligible undergraduate and graduate students. Most FWS jobs are located on campus, although some community service related jobs are available off-campus. Federal Work-Study students are paid monthly.

## SOUTH CAROLINA AID PROGRAMS

**South Carolina Need-Based Grant (SNBG)** - is designed to provide additional financial aid assistance to South Carolina's neediest students. In order to receive SNBG, you must comply with some requirements:

1. Be a legal resident of the state of South Carolina.
2. Be of good moral character, have no felony convictions or criminal record.
3. Admitted and enrolled at least half-time as an undergraduate student seeking your first undergraduate degree.
4. Make satisfactory academic progress as defined by the College catalog.
5. Renewal students must maintain a minimum cumulative grade point average of 2.0 and must complete a minimum of twenty-four credit hours an academic year.

**South Carolina LIFE Scholarships** provide free tuition to eligible students. For more information, contact the Financial Aid Office at (803) 793-5129.

**South Carolina Tuition Assistance (Lottery Funds):** Tuition Assistance funds are available to South Carolina residents enrolled in at least 6 credit hours. All applicants must file the Free Federal Student Aid Application. For current eligibility requirements contact the Financial Aid Office at (803)-793-5129.

## Provided by Other Sources:

**Scholarships** - A limited number of scholarships are available through Denmark Technical College. These are based on academic performance and achievements.

**National Guard Tuition Assistance Program** - This program is open to students who are members of the South Carolina National Guard. Students can receive up to \$500 per calendar year. Applications for this program may be picked up through the South Carolina National Guard unit of assignment.

**Veteran's Educational Benefits** - Denmark Technical College is approved for VA educational benefits. Veterans and other persons eligible for VA benefits should determine their benefit eligibility to the Veteran's Affairs Office.

## CHAPTER 30/34 VETERANS

The following chart shows pay rates for regular Chapter 30/34 veterans:

(1) Degree	(2) Diploma	Single (Per Month)	(1)Dep.	(2) Dep.	For each Additional Dependent
Full time	12 credit hours	\$ 592.88	\$ 628.88	\$ 659.88	\$ 16.00
12 Credit Hours	22 contact hours				
¾ time	9 credit hours	\$445.16	\$ 471.66	\$ 495.16	\$ 12.00
9 credit hours	16 contact hours				
½ time	6 credit hours	\$ 296.44	\$ 314.44	\$ 329.94	\$ 8.50
	11 contact hours				

Less than half time Tuition and fees only

All reimbursement figures are effective October 1, 1994. Veterans in diploma programs must satisfy credit hours only. Chart does not apply to survivors and dependents of veterans (Chapter 35).

## National Guard Veterans Pay Rates

Full-Time	\$ 192.32 per month
¾ time	\$ 144.74 per month
½ time	\$ 96.16 per month
Less than ½ time	\$ 48.08 per month

No benefits are payable for tutorial assistance. There is no additional allowance for dependents.

**Veterans Educational Assistance Program (VEAP)** - Monthly rates for full-time training currently range between \$150-\$225 per month depending on the total amount contributed during active duty service.

## Steps to Obtaining Financial Aid

All students should complete an application for federal student aid using appropriate tax records and mail the application to the address on the form. If students are not enrolled at the College, they must apply for admission to the College and be accepted to be eligible for financial aid.

If students do not have a high school diploma or GED certificate, they must score at least 35 on the ASSET in writing and reading and 33 on the math skills areas on the College Placement Test in order to be eligible for financial aid. A Financial Aid Transcript (FAT) is required from all colleges/schools attended beyond high school. It is the responsibility of

# Fees and Student Aid

the student to have each college's Financial Aid Office forward a financial aid transcript to Denmark Technical College. The student should also provide all requested information promptly, including verification and federal tax forms. A financial aid notification letter will be mailed after the completed file has been reviewed. If offered aid, students should follow the instructions contained in the letter of notification.

When communicating with applicants, the Financial Aid Office will use the address listed on the correspondence received when the student applied or was last registered. If students move, they should change their address promptly at the Office of Admissions and Records.

A refund check will be generated for accounts that have a credit balance after application of all financial aid. However, withdrawal or changes in enrollment status may affect the amount of the refund. Refund checks are issued in two equal payments within a 14-day period following mid-term reconciliation.

Students who have questions regarding their financial aid, should always speak with a financial aid counselor. The telephone numbers for the Financial Aid Office are: (803) 793-5183, 793-5129, 793-5161, or 793-5181.

## Satisfactory Academic Progress

All students receiving federal student financial aid must adhere to the College's policy on satisfactory progress. The intent of this policy is to ensure that students who are receiving financial aid are making measurable progress toward completion of a degree, diploma or certificate program in a reasonable amount of time. (Please see "Time Limits for Education Programs for Title IV Recipients.")

As recipients of federal student financial aid, students have certain rights and responsibilities. Failure to fulfill their part of the agreement as described may result in cancellation of the award, and having to repay any funds already received.

The Financial Aid Office will monitor satisfactory progress for all students receiving federal financial aid to ensure they are making progress toward program completion. The standards defining satisfactory progress for Denmark Technical College students are outlined as follows:

## Academic Progress

In order to remain in good standing, students pursuing a degree, diploma, or certificate who are enrolled in regular curriculum courses must maintain a minimum credit hour grade point average (GPA) according to the following scale:

Credit Hours Earned	Minimum GPA
0-35	1.50
36-50	1.80
51-above	2.00

Students who fail to earn the required GPA as specified will be placed on probation during the next term in which they enroll at the College.

Probationary students who achieve the required GPA for the probationary term, but whose cumulative GPA remains below the required level, will remain on probation for one additional

term. By the end of the second probationary term, students who achieve a 2.0 minimum GPA for the term, but whose cumulative GPA remains below the required level, will remain on probation for one additional term. By the end of the third probationary term, both the cumulative and term GPA must reach the prescribed level, or the student will be suspended. PLEASE NOTE: A student must complete a "Problem Course Plan Form" with their academic advisor. Students on probation must also enroll in College Skills 101 and attend class on a regular basis. If a student on probation withdraws from College Skills 101 or does not attend on a regular basis causing them to be administratively withdrawn from the College Skills 101, the student will also be completely withdrawn from the College.

## Time Limits for Educational Programs for Title IV Recipients

Federal financial aid is no longer available for an unlimited time. The length of time for which a student may receive funds is now based on the length of the program in which the student is enrolled. All Title IV Funds (Pell and Supplemental Grants, Loans, and Federal Work-Study) are affected by a 150% time limit.

Federal regulations state that a student must complete their program of study within a 150% time frame. Denmark Technical College measures this time frame by using credit hours. For example, a student whose program consists of 60 credit hours is required to have completed the program in no more than 90 attempted credit hours. *All classes attempted are included in the 150% time frame*, including classes for which one receives a grade of "F" or "W." If a student has not completed the program of study after having registered for 90 hours, financial aid will be terminated. Students with proof of mitigating circumstances may appeal to the Financial Aid Appeals Committee.

A change of program does not automatically result in recalculation of attempted credit hours. It is in the best interest of the student to contact the Financial Aid Office before changing programs.

Also, in accordance with these regulations, *all courses taken must be applicable toward an eligible program*. Classes which are not applicable toward an eligible program will not be funded by financial aid. Students will be required to pay the tuition for these classes from other sources.

## Transitional Studies

Financial aid can be used for only two semesters of Transitional Studies Courses (050).

## Effort-to-Benefit

Denmark Technical College believes in strictly adhering to the guidelines established by the U.S. Department in administering Title IV funds – Federal Aid Programs. Therefore, "a student must demonstrate ability-to-benefit to successfully succeed from the education being offered at said college." This determination is made during mid-term grade reporting period to see if the student is making satisfactory academic progress.

# Fees and Student Aid

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**Procedure:**

The College's "effort to benefit" process is designed to assist and foster student success in college courses. Funds will not be issued until the following steps have been taken to show an effort to benefit on the student's part.

**Implementation:**

1. A written explanation for none or limited academic success;
2. The signature of the divisional counselor indicating a plan of active solutions is in place (Action Plan Contract), and;
3. The signature of the student on the form defining his/her responsibility as a Financial Aid Recipient.

PLEASE NOTE: Completed action plan contract must have the Counselor's and Executive Administrator's signatures affixed in order for students to receive a check.



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## Credit Programs Offered

Denmark Technical College offers a comprehensive instructional program designed to fulfill the occupational, professional, and public service needs of its constituents. Included are technical education and transfer programs. Technical education programs are designed to provide students with the necessary skills to enter the work force in a chosen career field.

Individuals who seek to pursue a career at the technical or para-professional level may enroll in a two-year college credit program leading to an Associate Degree. One-year College Credit Diplomas and Technical Certificates are offered for those persons desiring to spend fewer than two years in preparation. Technical certificate programs of various lengths can be chosen by individuals which, depending upon the preparation needed by the individual, allow the student to graduate in one year or less. All occupational programs are designed to prepare students for immediate employment after graduation.

Academic counselors may prescribe transitional courses for students as needed for successful completion of the Associate Degree, Diploma, or Certificate, based on test results obtained by ASSET scores.

Work experience options for student program majors are also available via Cooperative Education opportunities. Students can gain valuable job experience in their major or area of study through this structured learning experience. Experimental Learning options are available through the divisional programs.

Advisory committees for each program of study assist Denmark Technical College in evaluating and creating sound instructional programs. Advisory committees are made up of civic-minded representatives of business, industry, government, and health agencies.

The courses required to graduate are listed under specific educational programs. Due to rapid technology changes and industrial demands, Denmark Technical College is evaluating and recreating sound instructional programs.

The courses required to graduate from any program area are listed under the program title and are identified as General Education, Required Core Subject Areas, Other Hours for Graduation and Electives.

## Placement Testing

Each student admitted to Denmark Technical College must take placement tests in reading, mathematics, and English. All students admitted to Denmark Technical College will be administered placement tests in writing and computer technology in addition to the placement tests in reading, mathematics, and English. Students participate in a variety of assessments and surveys from admission through post-graduation to ensure high academic standards, effective evaluation of the student's achievement and placement in certain courses, and student's satisfaction with quality of the instructional program.

At Denmark Technical College, the ASSET is administered as a placement examination for reading, English, and mathematics

to help identify a student's present academic strengths and needs, and how they match up with starting point requirements for the first courses that are a part of a student's program of study. Other diagnostic assessment tools are available as needed. Students who do not attain an appropriate score on the ASSET are placed in developmental courses. Any student enrolled in a transitional course is considered a part of the Transitional Studies Program. This program provides supplemental assistance in the form of academic support laboratories, tutoring, and academic counseling.

## Program Entrance Requirements

Admission to specific courses requires that applicants have appropriate educational preparation, satisfactory placement scores and all admission requirements completed. Students with deficiencies in reading, mathematics, or English may not enroll in courses requiring extensive reading, mathematics, or English until such deficiencies are eliminated. These students will be required to enroll in Transitional Studies courses to remove deficiencies in the area(s) in which they scored below the prescribed minimum on the ASSET. (See curriculum display sheets for ASSET score requirements for specific degree, diploma, and certificate programs.)

## Course Restrictions

Students who do not meet the minimum ASSET score in writing and English skills must register for Transitional Studies English and may not take any English course beyond the Transitional level or any other English course where writing is a major requirement.

Students who do not meet the minimum ASSET score in mathematics must register for Transitional Studies mathematics and may not take any course in which mathematics skills are a major requirement.

Students who do not meet the minimum ASSET score in reading skills must register for Transitional Studies reading and may not take any course in which reading skills are a major requirement for passing the course.

Students must meet minimum program standards in English, mathematics, or reading in order to enroll in credit courses where these skills are required.

## Student Orientation

The Student Orientation Program is held on weekends during the summer. It encompasses activities designed to help new students and parents make harmonious and satisfactory adjustments to college life. These activities are held on weekends preceding the registration period with parents in attendance. The program consists of assemblies with divisional personnel, tours of the campus, introduction to counseling, and placement testing; and it concludes with preparation for registration and payment of fees.

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## New Student Seminar

A seminar program is held at the beginning of each semester to acquaint new students with their chosen programs of study and services offered by the College.

Students who attend the seminar become familiar with the campus, meet members of the faculty and staff, and prepare to start their classes. Students are strongly urged to attend orientation.

## Academic Advising

Academic advising at Denmark Technical College is a continuous process starting with the student's identification of a major.

The purpose of academic advising is to assist students in planning and pursuing a program of study that will enable them to satisfy the requirements for an associate degree, diploma or certificate. After a student is admitted to a program of study, he or she is assigned a faculty advisor. The advisor is available throughout the period that the student is enrolled in the program to:

1. Assist the student in planning and facilitating a schedule of courses that are appropriate to the program of study;
2. Assist the student in making schedule changes;
3. Make referrals for students in situations that require the services of other areas of the College;
4. Maintain an individual file on the student's progress
5. Assist the student with questions and concerns about his or her program of study and career opportunities; and
6. Complete and submit all materials the student needs for notification of graduation to Enrollment Services.

Advisors are required to meet with each student advisee a minimum of two times per semester. In addition, during the semester, student advisees are given a report on their course grades every two weeks. These two-week progress reports are sent to faculty advisors who schedule special counseling sessions for students who are having academic difficulty. Faculty advisors post their office hours in the appropriate areas and announce the hours to each advisee. Appointments are made with students who are unable to meet with advisors during the regularly scheduled office hours.

Students are responsible for following all policies and procedures concerning academic advising. Students are allowed to change academic advisors in special situations. Only the Division Dean with the approval of the Vice President for Academic Affairs may authorize advisor changes.

## Pre-registration

Pre-registration is the formal process for students to meet with their advisors and select courses and schedules. Pre-registration provides information about the demand for classes and class sizes. Places in classes are held for students who are pre-registered through the second day of registration. Students who register late will not be guaranteed enrollment in class.

## Registration

Students are required to register for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with the published instructions. Students are not officially enrolled until they complete all the steps of registration, including payment of fees.

## Late Registration

All students are expected to complete their registration, including the payment of required fees, on the dates mentioned in the College Calendar. Students who register late within the period set aside for late registration will be required to pay an additional fee of \$60.

## Course Admit Slips

Students will be required to present admit slips upon entering each class. This includes any courses which have been added during the Add/Drop period. Each admit slip must be stamped with "Final Approval."

Under no circumstances will students be admitted to class until a course admit slip is presented to the instructor.

## Schedule

A schedule of classes is provided each semester. Students may change their schedules after their original registration through the scheduled Add/Drop period. Denmark Technical College reserves the right to change and/or cancel scheduled courses, times, date, and instructors.

## Schedule Changes – Dropping, Withdrawing from Classes

Schedule changes are made only with the consent of a faculty advisor and approval by the Admissions and Records Office. A student may not be added after the Add/Drop date. A student receives veteran's benefits, financial aid, and who withdraws or is dropped from a course after the mid-term date published in the College Catalog, shall receive a grade of WF, WP or WU for that course.

## Classification of Students

To advance from freshman to sophomore standing, a student must have earned a minimum of thirty (30) semester hours with a grade point average of at least 1.50.

## Definition of Student Status

The following definitions are used to describe the student's status based upon the number of hours pursued within a given semester:

1. A full-time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 12 or more semester hours.
2. A three-fourth time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 9 to 11 semester hours.

# Academic Regulations

3. A one-half time student is a student enrolled in an associate degree, diploma, or certificate program and registered for 6 to 8 semester hours.

## Course Load

The minimum number of semester hours for a student at Denmark Technical College for matriculation as a bona fide full-time student is twelve (12) semester hours. Eighteen (18) semester hours is the maximum. However, under special circumstances for the President's and Dean's List students additional semester hours may be approved only with the written recommendation of the Vice President for Academic Affairs.

## Curriculum

Students who wish to change their course of study should complete a "Change of Program Request Form" for the new program after discussing the change with the faculty advisor before or during the pre-registration and/or registration process.

The College may drop or change courses, hours, or credits in accordance with institutional capability and as demands change, or according to student interest, or community, or industrial needs. A student who is absent for more than 25% of the scheduled class meetings each semester cannot receive credit for the courses. The instructor retains the right to further limit the number of absences provided it is published in the course syllabi and distributed to all students at the beginning of the term. Conflicts arising from such changes will be resolved in the best interest of the individual student.

## Independent Study

Denmark Technical College policy provides that students who find themselves with unusual circumstances may be assigned to selected courses on a directed independent study basis so that progress toward successful program completion can be maintained if a course does not appear on the schedule. State policy prohibits the use of independent study to satisfy requirements listed on the major section of any curriculum model. Students who wish to enroll in independent study courses must get approval from the Vice President for Academic Affairs.

## Attendance Policy

The value of a college education derives from full participation in the life of the college community. It is important, therefore, that unnecessary class absences be avoided. A student at Denmark Technical College is expected not only to be a consumer of information from the class and to pass examinations, but to contribute to the class through participation. A student should limit absences to those which are unavoidable; the student is not relieved of the responsibility for the assignments and work in the course during the period of absence. Students on academic probation have the responsibility to attend all classes regularly. Absences are classified as excused or unexcused. The guidelines governing each are as follows:

### Excused Absences

Excused absences are given to students who have legitimate documentation to verify an absence to include death in the

family, doctor's statements, jury duty, approved student activities, etc. Excused absences are given by the Counseling Center or College Nurse after the appropriate documentation is presented. Students with excused absences shall be given the opportunity to make up any work missed as a result of the absence.

### Unexcused Absences

Unexcused absences are given when students do not meet the criteria for excused absences. When an absence is regarded as unexcused, the instructor has the option of deciding whether or not to allow a student to make up any work missed during the absence.

## Grade Reporting

Grade reports are issued at mid-semester and at the end of each semester. In compliance with the federal statute, Public Law 93-380 (which cites "Educational Amendments of 1974") and Law 93-438 (with cites "Protections of Rights and Privacy of Parents and Students"), all reports of grades are mailed directly to the student at the address specified.

## Grading System

Denmark Technical College shall use a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical value scale. The only grades and numerical values in the calculation of the GPA are as follows:

- A = Excellent... Earns 4.0 Quality Points
- B = Above Average... Earns 3.0 Quality Points
- C = Average... Earns 2.0 Quality Points
- D = Below Average... Earns 1.0 Quality Point
- F = Failure... Earns 0.0 Quality Points
- FA = Failure Due to Excessive Absences... Earns 0.0 Quality Points
- UA = Failure Due to Excessive Absences... Earns 0.0 Quality Points
- WF = Withdrawn Failing... No Credits or Grade Points

Other grade and course symbols authorized for use are as follows:

- AU = Audit... No Credit or Grade Points
- I = Incomplete... No Credits or Grade Points
- W = Withdrawn... No Credits or Grade Points
- WP = Withdrawn Passing... No Credits or Grade Points
- CF = Carry Forward... No Credits or Grade Points
- SC = Satisfactory Completion... Earns Institutional Credits, No Grade Points
- S = Satisfactory... No Credits, No Grade Points
- U = Unsatisfactory... No Credits or Grade Points
- E = Exempt... Earns credits, No Grade Points
- TR = Transfer... Earns credits, No Grade Points
- CF = Carry Forward... Earns no credit hours, No Grade Points

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# Academic Regulations

7. Academic status within a given semester will be changed only if there is a grade change or removal of an "I."
8. "I" and "CF" grades are temporary and must be replaced by an academic grade. While the "I" and "CF" grades are on the student's record, they are not included in calculating the student's GPA, neither are the credit hours. A student receiving an "I" grade must complete the coursework to earn an academic grade by midterm of the following semester or the grade will automatically turn into an "F".  
A student receiving a "CF" grade must complete the work necessary to earn a grade by the end of the following semester or the grade will automatically turn into an "F".

## Advanced Standing

Denmark Technical College has established policies and procedures which may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer or credit from other post-secondary institutions, challenge examinations, the College Level Examination Program, military experience or credit for non-academic achievement. In addition, many of the College's programs have developed articulation agreements with vocational/technical education centers in the College's service area which also allow for advanced placement. Students interested in advanced standing should furnish appropriate documentation to the Admissions Office. After this information has been reviewed by the appropriate academic department, students will be notified of information regarding academic credits awarded.

## Credit by Examination

A student may earn up to one-third of the semester hour credits required for an associate degree and enter certain curriculum programs with advanced standing through credit-by-examination options. Total credit awarded may come from standardized tests, such as Advanced Placement (AP) or a combination of AP, College-Level Examination Program (CLEP) and/or the Proficiency Examination Program (PEP). Information about these tests is available at the Testing Center in the Student Development Office.

### CLEP

The College-Level Examination Program (CLEP) is a nationally standardized series of tests designed primarily for students who have acquired college-level knowledge outside the classroom. Students may receive college credit for CLEP equivalent courses by making an acceptable score on the CLEP test. A student is normally awarded between two and four semester credit hours for passing a CLEP subject examination. Credit will be awarded when scores are officially recorded.

Credits will be given for the following subjects: Calculus with elementary functions, college algebra, college composition, computers and data processing, educational psychology, elementary computer programming (FORTRANIV), freshman English, general biology, general chemistry, general psychology, human growth and development, introduction to business law, introduction micro/macro economics, introductory marketing, introductory sociology, money and banking.

## Proficiency Examination Program

The Proficiency Examination Program (PEP) is an alternative to obtaining college credit through traditional classroom course work. Students may earn credit for both formal and informal education with PEP. Student's demonstrating sufficient knowledge of material covered in a course may elect to earn credit or exempt a course by examination. The student must complete the examination with a passing score of 80 percent to earn credits. PEP examinations will not be given for subject areas when CLEP examinations are available.

## Institutional Credit by Examination

Students regularly enrolled or formerly enrolled in the College may obtain credit by examination for courses in which they have had no class attendance or semester standing. However, permission must be obtained from the Dean of the division involved. A grade of not less than "C" on the examination is necessary to receive credit for the course. Examinations are not permitted in courses in which students have previously enrolled either regularly or as an auditor. Before the examination, applicants must pay the Business Office a fee of \$45 per semester hour\* and a \$15 examination fee. These fees are non-refundable. The Business Office issues a receipt which must be shown to the Dean of the division conducting the examinations. The Dean immediately reports the results of the examination to the records office. Credits earned under this regulation are recorded as *hours earned*.

\*Tuition rate subject to change.

## Military Service School Credit

Following enrollment, a student may obtain credit for experience in the Armed Services. In order to receive credit, the student must have a DD295 and Certificates of Completion. Students who qualify should contact the Office of Admissions and Records.

Following a review by the Admissions Office, using *A Guide to the Evaluation of Education Experiences in the Armed Services*, a recommendation for credit is made to the Dean of the student's major area. The final decision as to the credit awarded is made by the Dean of the division in which the student is enrolled.

## OTHER ACADEMIC REGULATIONS

### Post Secondary Non-Academic Achievement for College Credit

Students who are at least 25 years old and have been employed for five years could be eligible to receive up to one-third of their course work for an associate degree, diploma or certificate program based on Denmark Technical College's policy concerning the awarding of credit for post secondary non-academic achievement. Contact the Office of the Vice President for Academic Affairs for further information.

# Academic Regulations

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## Repetition of Course Work

It is the policy of the College that permanent records of students show as accurately as possible the actual work done. Under no circumstances can a grade be deleted from a student's record. In instances where a course is repeated, only the quality points and credit hours associated with the higher grade will be counted in the student's grade point average. In the event of identical grades, the quality points and credits of only the latest repetition will be included in the student's grade point average.

## Program Completion

Students are required to follow academic policies, rules, regulations and requirements specified in the most recent College Catalog. Students must complete program curriculum requirements as stated in the Catalog in effect at the time of their enrollment at Denmark Technical College or any subsequent catalog. Students who discontinue their enrollment for a period of one term must complete the program curriculum requirements at the time of their re-entry.

## Change of Program

Students who elect to change from one program of study to another must contact their academic advisor who will determine the student's eligibility for the new program and will complete a Program Change Form. The completed Program Change Form should be returned to the office of Admissions and Records.

## Course Substitution

All substitutions of courses required for graduation must be approved by the faculty advisor, divisional dean, and Vice President for Academic Affairs. Students must still meet the minimum number of hours required for graduation.

## Auditing a Course

A student who desires to attend classes, but who does not wish to receive grades or credits, may register as an audit student. The participation of an auditor in discussions, tests, or examinations is optional with the instructor. An auditor is expected to register and pay appropriate fees. After the Drop/Add period, a student enrolled in a course for audit cannot change to credit and a student enrolled in a course for credit cannot change to audit.

An audited course may be repeated for credit. To receive credit for previously audited courses, the student must register, pay fees, and meet all requirements of the course. Transcripts are maintained for audited courses.

## Exemption Procedures

By examination, students may demonstrate knowledge equivalent to an approved curriculum course due to "life experiences" or other relevant experiences.

1. Any student at the College desiring to exempt a course, should make an appointment with his or her academic advisor to discuss exemption options.
2. The academic advisor will complete the appropriate portions of the Course Exemption Request Form, which the student will take to the Divisional Dean for the course(s) under consideration. If the Divisional Dean positively evaluates the student's readiness to challenge the course, the time and conditions of the exemption evaluation are set.
3. The student will then obtain permission from the Divisional Dean of his or her curriculum major and take the completed form to the Business Office where a \$15 non-refundable fee will be assessed for each course challenged (plus actual credit hour cost of the courses).
4. If the grade received on the examination is a "C" or higher, the student will receive credit for the course, with a grade of "E" being placed on the academic transcript.
5. A student may not challenge any post-secondary course that has been previously attempted and failed, and a course may be challenged only once.
6. A student may earn a grade of "E" for a maximum of twenty-five percent (25%) of the credits required by a major program of study.

The instructor will return the form to the Office of Admissions and Records with a grade attached after the examination has been administered.

## Statute of Limitations

### Courses

Any required course that has been completed more than six years must be repeated before the degree/diploma/certificate will be conferred.

### Placement Test (ASSET)

A student who has taken an independently administered approved test within the last 12 months may submit the official notification of the test score to the College to demonstrate ability to benefit. By accepting the results of a prior test, the College or previous school is responsible for documenting that the test was independently administered. A student who withdraws from a school and then re-applies must take a new test, if the test taken is more than 12 months old.

## Length of Programs

Denmark Technical College operates on the semester format with each academic semester of 16 weeks. The projected time for completing a program of study shown in the curriculum displays is based on the student taking full class loads. If a student enrolls on a part-time basis, he or she may expect to take a longer time to complete the full program of study.

# Academic Regulations

## ACADEMIC RECORDS

### Official Student Records

The permanent academic record of each student contains entries of all courses taken for credit and/or non-credit and is housed in the Office of Admissions and Records.

The permanent academic record of each student contains the following:

1. Student's Name
2. Social Security Number
3. Date of Birth
4. Permanent home address
5. Type of transcript
6. Course entries, course number, course title, grade, credit hours, quality points
7. Admitted program
8. Current and cumulative statistics
9. Transcript key
10. Academic status
11. Transfer credit
12. Official signature (on official transcript)
13. Confidentiality statement
14. Name and address of institution

### Change of Name and Address

It is the obligation of every student to notify the Office of Admissions and Records of any change in name and/or address. Failure to do so can cause serious delays in the handling of student records and in the notification of emergencies to their home. When a change of name is requested, the student must present proof to justify the change.

### Privacy of Student Records

Denmark Technical College safeguards the privacy of all student records. The confidentiality of all records is respected in accordance with the 1974 Family Educational Rights and Privacy Act (FERPA), which, as amended, prescribes the conditions under which information pertaining to students can be released. Therefore, no information, other than directory information, may be released to the public without prior consent of the student. Only members of the College's administration, faculty, or counseling staff, who have legitimate educational, administrative, or statistical purposes may have access to student records.

### Transcript Fees

The College maintains the position that students' records are confidential; therefore, this information is released only when a student makes a written request to the Admissions and Records Office. Students may release their transcripts to any individual or institution they choose. They may also secure student copies for their own use.

The first copy requested by the student is free. Additional copies of transcripts are \$3.00 each. Transcript requests by telephone will be accepted. In all cases, financial obligations to the College must be paid in full before a transcript or any other information can be released.

High school transcripts and any other college transcripts must be maintained in the student's file and cannot be released by student request. The student must request copies from the high school or institution where the credits were earned.

## Honors and Presentations

### Honor Students

A student who carries a course load of 12 credit hours or more and maintains a semester GPA of 3.0 or above will be placed on the Dean's List of Honor Students. Students with an incomplete grade or a CF grade are not eligible for the Dean's List.

A student who carries a course load of 12 credit hours or more and maintains a semester GPA of 4.0 or above will be placed on the President's List of Honor Students. Students with an incomplete are not eligible for the President's List.

### Academic Awards

**Senior Awards** of honor are given to the top three graduating seniors with the highest cumulative averages in rank order.

**Achievement Awards** of honor are presented to graduating seniors in each division who have an average of 3.5 or above in their technology subject area.

**Achievement Awards** are presented to other students in each division who maintain a 3.00 or above in their technology subject areas.

### Special Presentations

**The Presidential Achievement Award** is given by the President of the College and is presented to a graduating senior who has demonstrated exemplary scholarship, leadership, congeniality, citizenship and who has served as an exemplary ambassador for the College.

**Phi Theta Kappa National Honor Fraternity** is a scholastic honor organization that consists of student members who have a grade point average of 3.50 or better and who are enrolled as full-time students with 12 credit hours or above.

**Eta Alpha Omega Chapter of Phi Beta Lambda Business Fraternity** is a business organization whose membership consists of students who have developed vocational competencies for business and office occupations.

### Academic Honors for Part-Time Students

A part-time student with a cumulative GPA of 3.50 or greater who meets the criteria listed below will be recognized for outstanding academic achievement and be placed on the Honors List.

- A part-time student is eligible for the Honors List if the student:
  - is enrolled in a major (certificate, diploma or associate degree program), and
  - has completed at least 18 semester credit hours.

## Graduation Requirements

### Residency Requirements

In order to complete requirements for graduation, students must earn at least 25 percent of credit semester hours through instruction offered by Denmark Technical College.

# Academic Regulations

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## General Requirements

1. Satisfactory completion of the required number of general education courses for the degree, diploma, or technical certificate.
2. Satisfactory completion of the required number and type of courses required for the major.
3. Satisfactory completion of the required number of hours specified by the curriculum in which the student is specializing.
4. Payment of all required fees, including the graduation fee, licensing application and examination fees (Cosmetology and Barbering students), and any other financial obligations due the College.
5. Completion and filing of an official application for a degree, diploma or technical certificate with the Office of Admissions and Records.
6. Completion of all course requirements with a minimum cumulative grade point average of 2.0 and a minimum grade of "C" in each major course.
7. Completion of Denmark Technical College's residency requirements (students must successfully earn at least 25 percent of credit semester hours through instruction offered at the College).

**PLEASE NOTE:** All students have the option of satisfying requirements for graduation as found in the College Catalog in force on the date of the first entrance to Denmark Technical College or the catalog that is in effect on the date of graduation.

## Requirements for the Associate Degree

1. General education requirements are listed for each degree program in the Academic Programs section of this catalog. These courses are designed to provide students with the following competencies: oral and written communication skills, critical thinking skills, computer literacy, computation/mathematical skills, and respect for fellow human beings. A minimum of 15 credit hours must be taken in general education courses.
2. A minimum of 25 percent of all associate degree courses must be taken at Denmark Technical College.
3. Completion of other associate degree requirements.

## Requirements for the Diploma

1. General education requirements are listed for each diploma program in the Academic Programs section of this catalog. A minimum of 9 credit hours must be taken in general education courses.
2. A minimum of 25 percent of all diploma degree courses must be taken at Denmark Technical College.
3. Completion of the requirements for the diploma.
4. Complete a minimum of 1,500 clock hours of clinical and classroom lectures required for Barbering and Cosmetology students.

## Requirements for the Technical Certificate

Course requirements for each technical certificate are listed in the Academic Programs section of this catalog.

## Articulation and Transfer

### Transfer Credit

Denmark Technical College will accept and give credit for work completed at other accredited colleges and universities. Applicants seeking such credits should complete the regular application form and request an official transcript of work from all colleges previously attended. If fewer than 15 hours have been earned on the collegiate level, a complete high school transcript must be submitted. The rules regulating the transfer of credit will be at the discretion of the Vice President for Academic Affairs and the appropriate Divisional Dean using the following guidelines:

1. Courses being transferred must closely parallel courses being offered by Denmark Technical College.
2. In order to transfer credit, a grade of "C" or better must have been made in the course.
3. Transfer credit will be included in the computation of the student's grade-point ratio.

### Advanced Standing Transfer Credit

Applicants may apply for advanced standing by being awarded transfer credit when they have earned academic credit from another accredited post-secondary educational institution. **PLEASE NOTE:** The submission of fraudulent records or information constitutes ground for denial of admission or dismissal from the College.

### Transfer Procedures

1. New students applying to the College in a transfer status will provide official transcripts for each accredited post-secondary institution from which they are seeking transfer credit. A "Confidential Statement" form from each college attended must also be completed.
2. Only course work in which a minimum grade of "C" or its equivalent has been earned will be considered for credit.
3. Course work earned must be college level to be creditable.
4. Course work is evaluated individually on the basis of its course content and credit hours received for the course. For transfer credit to be awarded, a comparable Denmark Technical College course must exist within the student's curriculum with the course content and credit hours being equivalent as described in the Catalog of Approved courses.
5. Transfer credit will be awarded to degree, diploma, and technical certificate seeking students.
6. When advanced standing has been awarded for transfer credit, a grade of "TR" will be posted on the student's approved curriculum profile and recorded on the student's academic transcript.
7. A copy of the curriculum profile with transfer credit noted will be provided to the student and the student's academic advisor.

# Academic Regulations

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## Transfer and Articulation Credit

Credit may be granted for courses completed at another institution provided that the courses are appropriate to the degree program to which the student is admitted and provided the college is accredited as degree-granting by a post-secondary regional accrediting body at the time the course work was completed.

No transfer credit will be awarded for courses for which a grade of “D” was awarded. Transfer credit is not used in computing the Grade Point Ratio (GPA).

The College Transfer Programs are designed to offer students the opportunity to earn the first two years of credit toward a baccalaureate degree and later to transfer to a senior institution to satisfy the remaining baccalaureate degree requirements. Students who wish to transfer from Denmark Technical College to another college should contact that college for specific information about the transferability of the courses.

## Statute of Limitations – Courses

Any required course that has been completed more than six years must be repeated before the degree/diploma/certificate will be conferred. Exceptions may be approved by the Vice President for Academic Affairs.

## Articulation Agreements

Denmark Technical College complies with the Statewide Articulation Agreement. The College maintains articulation agreements with the following state institutions:

Benedict College  
Columbia, South Carolina

Central Wesleyan College  
Central, South Carolina

Claflin University  
Orangeburg, South Carolina

Clemson University  
Clemson, South Carolina

Coker College  
Hartsville, South Carolina

College of Charleston  
Charleston, South Carolina

Erskine College  
Due West, South Carolina

Francis Marion University  
Florence, South Carolina

Lander University  
Greenwood, South Carolina

Limestone College  
Gaffney, South Carolina

Medical University of South Carolina  
College of Health Related Professions  
Charleston, South Carolina

Morris College  
Sumter, South Carolina

Presbyterian College  
Clinton, South Carolina

South Carolina State University  
Orangeburg, South Carolina

Voorhees College  
Denmark, South Carolina

Although the College cannot guarantee the transferability of its courses, articulation agreements are generally accurate guidelines regarding the acceptability of Denmark Technical College's courses by the participating institutions.

## Credit by Examination

The institution also accepts Advanced Placement (AP), College Level Examination Program (CLEP), Program on Non-Collegiate Sponsored Instruction (PONS), and Technical Advanced Placement (TAP) credits in appropriate programs.

## Post-Secondary Non-Academic Achievement

Denmark Technical College offers potential mature students, with full-time jobs and demanding schedules, an opportunity to earn an associate degree, diploma, or certificate through credit for work or public service by taking courses at Denmark Technical College, and through other approved testing options.

Any person who is at least 25 years old and has not been enrolled in a higher education institution for the past five years, or is resuming his education after a one-year break, must have a minimum of five years of acquired work or public service experience in order to be eligible for credit for Non-Academic Achievement.

A potential student may be awarded a maximum of one-third of the credits for program completion. Potential students are not exempted from the College's admissions requirements or other academic regulations.

## Electronic Transcripts

Denmark Technical College has the capability of sending and receiving transcripts electronically. However, the students must fill out a transcript request form which is signed by the student giving the college permission to transmit this document.

## Transfer Officer

The College Transfer Officer is the Chief Academic Officer, Ms. Carolyn H. Fennell. She can be contacted at Denmark Technical College, 500 Solomon Blatt Blvd. Post Office Box 327, Denmark, SC 29042; phone (803) 793-5109.

## Transfer Guide Update Schedule

The Denmark Technical College Articulation and Transfer Guide is updated annually by September 1.

# TRANSFER: STATE POLICIES AND PROCEDURES

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## BACKGROUND

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents' established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director of Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995 were:

- \* An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- \* A statewide policy document on good practices in transfer to be followed by public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- \* Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995, the General Assembly passed ACT 137, which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

## Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to those on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

\* As of 12/2002

## Admissions Criteria, Course Grades, GPA's, Validation

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
  - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
  - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his or her home institution, and so forth.
  - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all course work taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
  - E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.

# TRANSFER: STATE POLICIES AND PROCEDURES

- F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - G. Lists of the institution's Transfer Officer (s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that the re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.
    - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
    - B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
  4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/

instrument," verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

## **Transfer Block, Statewide Agreement, Completion of the AA/AS Degree**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs as follows:
  - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 hours
  - Business Administration: Established curriculum block of 46-51 semester hours
  - Engineering: Established curriculum block of 33 semester hours
  - Science and Mathematics: Established curriculum block of 51-53 semester hours.
  - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
  - Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (AND), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is currently licensed as a Registered Nurse.
6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

# TRANSFER: STATE POLICIES AND PROCEDURES

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7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

## Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred (Contact the Division of Academic Affairs for copies of this report.)

## Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending all receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

## Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:
  - A. A copy of this entire document.
  - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
  - A. A copy of their entire document.
  - B. Provide to the Commission staff in a format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such a section at a minimum will:
  - A. Publish these procedures in their entirety (except Appendices).
  - B. Designate a chief Transfer Officer at the institutional who will:
    - provide information and other appropriate support for students considering transfer and recent transfers
    - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
    - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
    - work closely with feeder institutions to assure ease in transfer for their students
  - C. Designate other programmatic Transfer Officer (s) as the size of the institution and the variety of its programs warrant.
  - D. Refer interested parties to the institution Transfer Guide (if applicable).
  - E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.
15. In recognition of its widespread acceptance and use through the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.



# TRANSFER: STATE POLICIES AND PROCEDURES

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he or she is transferring.)

## **Development of Common Course System**

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)

## **Statewide Articulation Agreement**

Listed below are the Statewide Articulation Agreements of Technical Colleges courses that are transferable to Public Senior Institutions.

Course Code	Title of Course	Credits
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	History and Appreciation of Art	3
ART 105	Film As Art	3

Course Code	Title of Course	Credits
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry III	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African American Literature	3
ENG 260	Adv. Tech. Communication	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	American History Discovery to 1877	3
HIS 202	American History 1877 to Present	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytical Geo. and Calculus I	4
MAT 141	Analytical Geo. and Calculus II	4
MAT 240	Analytical Geo. and Calculus III	4
MAT 242	Differential Equations	4
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3

# TRANSFER: STATE POLICIES AND PROCEDURES

Course Code	Title of Course	Credits	<u>Mathematics</u>	
PHI 106	Logic II: Inductive Reasoning	3	MAT 120	Finite Probability and Statistics 3 Credits
PHI 110	Ethics	3	MAT 130	Elementary Calculus 3 Credits
PHI 115	Contemporary Moral Issues	3		OR
PHY 201	Physics I	4	MAT 140	Analytical Geometry and Calculus I 4 Credits
PHY 202	Physics II	4		OR
PHY 221	University Physics I	4	MAT 141	Analytical Geometry and Calculus II 4 Credits
PHY 222	University Physics II	4		<b>Total Credits: 6-8</b>
PHY 223	University Physics III	4		
PSC 201	American Government	3	<u>Humanities</u>	
PSC 215	State and Local Government	3	ENG 205	English Literature I 3 Credits
PSY 201	Introduction to Psychology	3		OR
PSY 203	Human Growth and Development	3	ENG 206	English Literature II 3 Credits
PSY 208	Human Sexuality	3		OR
PSY 212	Abnormal Psychology	3	ENG 201	American Literature I 3 Credits
SOC 101	Introduction to Sociology	3		OR
SOC 102	Marriage and the Family	3	ENG 202	American Literature II 3 Credits
SOC 205	Social Problems	3		OR
SOC 206	Social Problems	3	ENG 208	World Literature I 3 Credits
SOC 210	Juvenile Delinquency	3		OR
SOC 220	Sociology and the Family	3	ENG 209	World Literature II 3 Credits
SOC 235	Thanatology	3		OR
SPA 101	Elementary Spanish I	3	PHI 101	Introduction to Philosophy 3 Credits
SPA 102	Elementary Spanish II	3		OR
SPA 201	Intermediate Spanish I	3	PHI 110	Ethics 3 Credits
SPA 202	Intermediate Spanish II	3		OR
SPC 205	Public Speaking	3	PHI 201	History of Philosophy 3 Credits
SPC 210	Oral Interpretation of Literature	3		<b>Total Credits: 3</b>
THE 101	Introduction to Theatre	3	<u>History</u>	

## General Education Transfer Block Arts, Humanities, and Social Sciences; Technical College Courses

### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
<b>Total Credits:</b>		<b>6</b>

### Natural Sciences

BIO 101	Biological Science I	4 Credits
BIO 102	Biological Science II	4 Credits
OR		
CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
OR		
PHY 201	Physics I	4 Credits
PHY 202	Physics II	4 Credits
OR		
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits
<b>Total Credits:</b>		<b>8</b>

### Foreign Languages

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits
OR		
GER 101	Elementary German I	4 Credits
GER 102	Elementary German II	4 Credits
OR		
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits
<b>Total Credits: 8</b>		

### Fine Arts

ART 101	Art History and Appreciation	3 Credits
OR		
ART 108	History of Western Art	3 Credits
OR		
MUS 105	Music Appreciation	3 Credits
OR		
THE 101	Introduction to Theater	3 Credits
<b>Total Credits: 3</b>		

# TRANSFER: STATE POLICIES AND PROCEDURES

## Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits
PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
PSC 201	American Government	3 Credits
GEO 102	World Geography	3 Credits

**Total Credits: 9**

**Grand Total Credits: 46-48**

## **General Education and Business Foundations**

### **Transfer Block for Baccalaureate Business Degrees**

#### **Technical College Courses**

#### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

**Total Credits: 6**

#### Natural Sciences

BIO 101	Biological Science I	4 Credits
BIO 102	Biological Science II	4 Credits
OR		
CHM 110	College Chemistry I	4 Credits
OR		
CHM 111	College Chemistry II	4 Credits
OR		
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits

**Total Credits: 8**

#### Mathematics

MAT 130	Elementary Calculus	3 Credits
OR		
MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits

**Total Credits: 3-8**

#### Accounting\*

ACC 101	Principles of Accounting I	3 Credits
ACC 102	Principles of Accounting II	3 Credits

**Total Credits: 6**

\*Due to the way some technical colleges in their local areas teach the accounting sequence, Coastal and FMU accept both courses in the ACC sequence as equivalent to only the first course in their own accounting sequences. The additional 3 credits counts toward elective credit. Check with the Schools of Business at Coastal and FMU for additional information.

#### Humanities

Choose 1 course from 2 of the following 3 areas:

#### **Literature:**

EITHER		
ENG 205	English Literature I	3 Credits
OR		
ENG 206	English Literature II	3 Credits

#### **History:**

EITHER		
HIS 101	Western Civilization to 1689	3 Credits
OR		

HIS 102	Western Civilization Post 1689	3 Credits
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#### Fine Arts

EITHER		
ART 101	Art History and Appreciation	3 Credits
OR		

MUS 105	Music Appreciation	3 Credits
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(Not Accepting: FMU)

**Total Credits: 6**

#### \*\*Foreign Languages

FRE 101	Elementary French I	4 Credits
FRE 102	Elementary French II	4 Credits

OR		
GER 101	Elementary German I	4 Credits
GER 102	Elementary German II	4 Credits

OR		
SPA 101	Elementary Spanish I	4 Credits
SPA 102	Elementary Spanish II	4 Credits

**\*\*Total Credits: 8**

\*\*USC-Spartanburg will accept only 4 credit hours of foreign language credit. Depending on the student's chosen major, additional courses may or may not be creditable toward graduation. Check with the School of Business Administration and Economics at USC-S for additional information.

#### Social and Behavioral Sciences

ECO 210	Macroeconomics	3 Credits
ECO 211	Microeconomics	3 Credits

AND

Choose 1 of the following 3 courses:

PSY 201	General Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
OR		
PSC 201	American Government	3 Credits

**Total Credits: 9**

**Grand Total Credits: 46-51**

### **General Education Transfer Block for Baccalaureate Engineering Majors**

#### **Technical College Courses**

# TRANSFER: STATE POLICIES AND PROCEDURES

## Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

**Total Credits: 6**

## Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits

**Total Credits: 12**

## Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits

**Total Credits 8**

## Humanities and Sciences

HIS 101	Western Civilization to 1689	3 Credits
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**Total Credits: 3**

## Engineering

Approximately 4 credits of EGR prefix coursework to be determined.

**Total Credits: 4**

**Grand Total Credits: 33 Credits**

## General Education Transfer Block Sciences and Mathematics Majors Technical College Courses

### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits

**Total Credits: 6**

### Natural Sciences

CHM 110	College Chemistry I	4 Credits
CHM 111	College Chemistry II	4 Credits
PHY 221	University Physics I	4 Credits
PHY 222	University Physics II	4 Credits

**Total Credits: 16**

### Mathematics

MAT 140	Analytical Geometry and Calculus I	4 Credits
MAT 141	Analytical Geometry and Calculus II	4 Credits

**Total Credits: 8**

### Humanities

	EITHER	
HIS 101	Western Civilization to 1689	3 Credits

	OR	
HIS 102	Western Civilization Post 1689	3 Credits

	AND	
	*one 200 level literature course	3 Credits

**Total Credits: 6**

## Fine Arts

	EITHER	
ART 101	Art History and Appreciation	3 Credits

	OR	
MUS 105	Music Appreciation	3 Credits

THE 101	Introduction to Theater	3 Credits
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**Total Credits: 3**

## Foreign Languages\*

FRE 101	Elementary French I	4 Credits
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FRE 102	Elementary French II	4 Credits
	OR	

GER 101	Elementary German I	4 Credits
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GER 102	Elementary Germany II	4 Credits
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**Total Credits: 8**

## Behavioral and Social Sciences

\*One Course from Each of Two of the Following Disciplines:  
Economics, Psychology, Sociology, Political Science

**Total Credits: 6**

**Grand Total Credits: 53**

## Footnotes on Usage of this Block

1. Coursework in this block is guaranteed to count as transfer credit towards graduation in all Sciences and Mathematics majors at all public, senior institutions. However, this block may or may not completely satisfy all general education requirements at a particular senior institution.

2. Some institutions will take pre-calculus mathematics for credit toward sciences/mathematics majors.

3. Some majors at senior institutions allow for fewer than 7 elective credits; transfer of this entire block may preclude students transferring into these majors from taking some selective credits at the senior institution.

4. Completion of this 53 credit hour module will bring a student close to attaining an AA/AS degree. By working closely with advisors at both the technical college and at the senior institution, a student may be able to take enough transferable coursework to complete the AA/AS degree.

5. Majors in Computer Information Systems and in Applied Mathematics at the College of Charleston should contact these departments directly regarding appropriate transfer coursework in the Natural Sciences and in the Behavioral and Social Sciences.

\*6. Choose these courses from the 86 courses listed on the Statewide Articulation Agreement.

# TRANSFER: STATE POLICIES AND PROCEDURES

7. Some senior institutions offer only 3 credit hour foreign language courses. These institutions may only grant 3 credits per course for technical college foreign language coursework.

## General Education Transfer Block for Early Childhood, Elementary and Special Education Majors\*

### Technical College Courses

#### Composition

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
<b>Total Credits:</b>		<b>6</b>

#### Natural Sciences

BIO 101	Biological Science I AND	4 Credits
CHM 110	College Chemistry I OR	4 Credits
PHY 201	Physics I	4 Credits
<b>Total Credits:</b>		<b>8</b>

#### \*\*Mathematics

MAT 130	Elementary Calculus OR	3 Credits
MAT 140	Analytical Geometry and Calculus I	4 Credits
<b>Total Credits:</b>		<b>3-4</b>

#### Humanities

ENG 208	World Literature I OR	3 Credits
ENG 209	World Literature II AND	3 Credits
HIS 101	Western Civilization to 1689 OR	3 Credits
HIS 102	Western Civilization Post 1689	3 Credits
<b>Total Credits:</b>		<b>9</b>

#### Fine Arts

ART 101	Art History and Appreciation AND	3 Credits
MUS 105	Music Appreciation	3 Credits
<b>Total Credits:</b>		<b>6</b>

#### Social and Behavioral Sciences

Choose 2 of 3

PSC 201	American Government	3 Credits
PSY 201	Introduction to Psychology	3 Credits
SOC 101	Introduction to Sociology	3 Credits
<b>Total Credits:</b>		<b>6</b>

**Grand Total Credits: 35-39**

#### Footnotes on Usage of Block

1. These courses are guaranteed to transfer into either the general education component or the electives component of each baccalaureate early childhood, elementary, or special education program at each public senior institution in South Carolina. Moreover, all courses are guaranteed to count toward graduation in these majors without increasing the number of credit hours to degree.

\*2. Students majoring in secondary education should consult the Arts and Humanities or Science and Mathematics Block, depending on their majors. Students who major in a field outside education but who desire teacher certification should consult the transfer block related to their majors (i.e., Arts and Humanities or Sciences and Mathematics) to ensure transferability of courses from the technical colleges.

\*\*3. Winthrop requires MAT 122, Finite College Mathematics.



# TRANSFER: STATE POLICIES AND PROCEDURES

## Courses That Are Transferable To The University of South Carolina-Columbia From Denmark Technical College

Course	Title of Course	USC COURSES	Course	Title of Course	USC COURSES
ACC 101	Accounting Principles I	BADM 225/ RETL 161	HOS 102	Principles of Food Production II	HRTA elective
ACC 102	Accounting Principles II	BADM 226/ RETL 162	HOS 103	Nutrition	HRTA elective
ART 101	Art History & Appreciation	ARTE 101	HOS 155	Hospitality Sanitation	HRTA elective
BIO 101	Biological Science I	BIOL 101 & 101L	HOS 160	Purchasing for Hospitality	HRTA elective
BIO 102	Biological Science II	BIOL 102 & 102L	HOS 220	Advanced Bakeshop	HRTA elective
BUS 121	Business Law I	OADM 240	HOS 225	Buffet Organization	HRTA elective
BUS 240	Business Statistics	BADM 291	HOS 235	Menu Planning	HRTA elective
CHM 110	College Chemistry I	CHEM 111	MAT 110	College Algebra	MATH 111
CHM 111	College Chemistry II	CHEM 112	MAT 111	College Trigonometry	MATH 112
CPT 101	Introduction to Computers	CSCI 101/ BADM 290	MAT 112	Pre-Calculus	MATH 115
CPT 111	Basic Programming I	CSCI 102	MAT 122	Finite College Mathematics	MATH 170
CPT 114	Computers and Programming	CSCI 102	MAT 130	Elementary Calculus	MATH 122
CPT 115	COBOL Programming I	W/CPT 215= CSCI 205	MAT 140	Analytical Geometry & Calculus I	MATH 141
CPT 129	Microcomputer Assembler Programmer I	CSCI 210	MAT 141	Analytical Geometry & Calculus II	MATH 142
CPT 132	PASCAL Programming	CSCI 145	MUS 105	Music Appreciation	MUSC 110
CPT 170	Microcomputer Applications	BADM 290	PHI 101	Introduction to Philosophy	PHIL 102
CPT 215	COBOL Programming II	W/CPT 215= CSCI 205	PHS 101	Physical Science II	PHYS 101 & 101L
CPT 234	C Programming I	CSCI 207	PHS 102	Physical Science II	PHY 221
CPT 244	Data Structures	CSCI 146	PHY 221	University Physics I	PHYS 211
CPT 257	Operating Systems	AIME elective (for AIME majors)	PHY 222	University Physics II	PHYS 212
CRJ 101	Intro. to Criminal Justice	CRJU 101	PSC 201	American Government	GINT 201
CRJ 115	Criminal Law I (for Criminal Justice Majors)	CRJU 321	PSC 220	Intro. to International Relations	GINT 101
CRJ 125	Criminology (for Criminal Justice Majors)	CRJU 341	PSY 201	General Psychology	PSYC 101
CRJ 130	Police Administration	CRJU 211	PSY 230	Interviewing Techniques	Elective
CRJ 220	The Judicial Process	CRJU 221	PSY 231	Counseling Techniques	Elective
CRJ 242	Correctional Systems	CRJU 231	PSY 235	Group Dynamics	Electives
ECO 210	Macroeconomics	ECON 221	SOC 01	Introduction to Sociology	SOCY 101
ECO 211	Microeconomics	ECON 222	SPC 205	Public Speaking	THSP 140
ENG 101	English Composition I	ENGL 101			
ENG 102	Basic Communications	ENGL 102			
ENG 205	English Literature I	ENGL 288			
ENG 206	English Literature II	ENGL 289			
HIS 101	Western Civilization to 1689	HIST 101			
HIS 102	Western Civilization Post 1689	HIST 102			
HIS 201	American History: Discovery to 1877	HIST 111			
HIS 202	American History: 1877 to Present	HIST 112			
HOS 101	Principles of Food Production I	HRTA elective			



# TRANSFER: STATE POLICIES AND PROCEDURES

## Courses That Transfer to South Carolina State University From Denmark Technical College

Attached you will find an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina. Listed below is an articulated list of courses between South Carolina State University and the Technical Colleges of South Carolina.

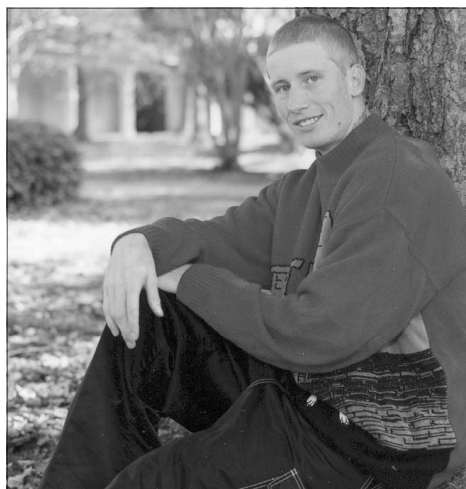
Course	Title	Sem. Hrs.	SCSU Course	Sem. Hrs.	Course	Title	Sem. Hrs.	SCSU Course	Sem. Hrs.
ART101	Art History and Appreciation	3	A250	3	HIS201	American History Discovery to 1877	3	H103	3
COL101	College Orientation	1	ED101	1	HIS 202	American History Discovery 1877 to Present	3	H104	3
ENG101	English Composition I	3	E101	3	HIS205	Western Culture I	3	Elective	3
ENG102	English Composition II	3	E102	3	HIS206	Western Culture II	3	Elective	3
ENG205	English Literature I	3	E201	3	HIS 210	Introduction to China	3	Elective	3
ENG206	English Literature II	3	E202	3	HIS215	History / Literature of Bible	3	Elective	3
ENG208	World Literature I	3	E250	3	HIS220	American Studies I	3	Elective	3
ENG209	World Literature II	3	E251	3	HIS221	American Studies II	3	Elective	3
SPC205	Public Speaking	3	S103 or 205	3	PSC201	American Government	3	PS202	3
MUS101	Chorus I	1	MU021	1	PSC205	Politics and Government	3	PS201	3
MUS102	Chorus II	1	MU022	1	PSC215	State and Local Government	3	PS205	3
MUS103	Chorus III	1	MU023	1	PHI101	Introduction to Philosophy	3	PHIL301	3
MUS104	Chorus IV	1	MU024	1	PHI105	Introduction to Logic	3	PHIL305	3
MUS105	Music Appreciation	3	MU250	3	PHI110	Ethics	3	Elective	3
MUS110	Music Fundamentals	3	MU098	2	PHI115	Contemporary Moral Issues	3	Elective	3
MUS111	Band I	1	MU041	1	PHI201	History of Philosophy	3	Elective	3
MUS112	Band II	1	MU042	1	IDS101	Human Thoughts and Learning	3	Elective	3
MUS113	Band IIII	1	MU043	1	CPT101	Introduction to Computers	3	Elective	3
MUS 114	Band IV	1	MU044	1	CPT111	Basic Programming I	3	CS104	1
MUS 115	Elementary Harmony I	4	MU107	2	CPT115	COBOL Programming I	3	CS209	3
MUS116	Elementary Harmony II	4	MU108	2	CPT116	Essentials of COBOL I	4	CS209	3
MUS215	Advanced Harmony I	4	MU207	2	CPT120	Fortran Programming	3	CS105	3
MUS216	Advanced Harmony II	4	MU208	2	CPT125	Main Frame Assembler Program I	3	CS301	3
FRE101	Elementary French I	4	F201	3	CPT126	Essentials of Assembler Program	4	CS301	3
FRE102	Elementary French II	4	F202	3	CPT132	PASCAL Programming	3	CS201	3
FRE201	Intermediate French I	3	F301	3	CPT170	Microcomputer Applications	3	CS107	3
FRE202	Intermediate French II	3	F302	3	MAT110	College Algebra	3	M105	3
SPA101	Elementary Spanish I	4	SP201	3	MAT111	College Trigonometry	3	M106	3
SPA102	Elementary Spanish II	4	SP202	3	MAT112	Pre-Calculus	5	M106	3
SPA201	Intermediate Spanish I	3	SP301	3	MAT120	Probability Statistics	3	M208	3
SPA 202	Intermediate Spanish II	3	SP302	3	MAT122	Finite College Math	3	M210	3
GER101	Elementary German	4	G201	3	MAT132	Discrete Mathematics	3	M213	3
GER102	Elementary German II	4	G202	3	MAT140	Analytic Geometry & Calculus I	4	M203	3
GER201	Intermediate German I	3	G301	3	MAT141	Analytic Geometry & Calculus II	4	M204	3
GER202	Intermediate German II	3	G302	3	MAT175	Algebra & Trigonometry I	3	M105	3
ECO101	Basic Economics Principles	3	ECON205	3	MAT176	Algebra & Trigonometry II	3	M106	3
ECO105	Introduction to Economics Principles	3	ECON205	3	MAT235	Matrix Algebra	3	M209	3
ECO210	Macroeconomics	3	ECON201	3	MAT240	Analytic Geometry & Calculus III	4	M307	3
ECO210	Macroeconomics	3	ECON201	3					
ECO211	Microeconomics	3	ECON202	3					
HIS101	Western Civilization to 1689	3	Elective	3					
HIS102	Western Civilization Post 1689	3	Elective	3					
HIS110	Introduction to American History	3	Elective	3					

# TRANSFER: STATE POLICIES AND PROCEDURES

## Courses That Transfer to South Carolina State University From Denmark Technical College

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Course	Title	Sem. SCSU Hrs.	Sem. Course Hrs.	Course	Title	Sem. SCSU Hrs.	Sem. Course Hrs.
MAT242	Differential Equations	4	M403	3	SOC205	Social Problems	3
MAT 211	Math for Elementary Education I	3	MED300	3	SOC220	Sociology of the Family	3
MAT215	Geometry	3	MED104	3	SOC225	Sociology of Gender Roles	3
PSY103	Human Relations	3	Elective	3	SOC235	Thantology	3
PSY105	Personal./ Interpersonal Psychology	3	Elective	3	ANT101	General Anthropology	3
PSY120	Organizational Psychology	3	Elective	3	BIO101	Biological Science	4
PSY201	General Psychology	3	PSY201	3	BIO101	Biological Science II	4
PSY205	Adolescent Psychology	3	Elective	3	BIO102	Biological Science III	4
PSY208	Human Sexuality	3	PSY309	3	BIO112	Basic Anatomy & Physiology	4
PSY212	Abnormal Psychology	3	PSY204	3	BIO201	Zoology	4
PSY218	Behavior Modification	3	Elective	3	BIO202	Botany	4
PSY222	Psychology of Individual Achievement	3	Elective	3	BIO216	Physiology	4
PSY203	Human Growth & Development	3	EPSY204	3	PHS101	Physical Science I	4
PSY210	Educational Psychology	3	EPSY205	3	PHS102	Physical Science II	4
PSY214	Psychology of the Exceptional Child	3	SPED216	3	AST101	Solar System Astronomy	4
PSY215	Psychology of the Mentally Retarded	3	SPED217	3	AST102	Stellar Astronomy	4
SOC101	Introduction to Sociology	3	SOC201	3	CHM110	College Chemistry I	4
SOC102	Marriage & Family	3	SOC202	3	CHM111	College Chemistry II	4
					PHY221		
					& 222	University Physics I & II	4
					PHY222		
					& 223	University Physics II & III	4
						P201	4
						P202	4





# Continuing Education

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## General Information

### Registration

Students may register at the first class meeting or come to the Office of Continuing Education at the College. By telephoning the office at (803) 793-5153 or 5154, a student may request a mail-in registration form.

### Fees

The registration fee for each course depends on the nature of the course. All checks should be made payable to Denmark Technical College.

### Books and Supplies

The cost of textbooks and supplies for most courses is not included in the registration fee. Most books and some supplies are normally available at the Bookstore on campus.

### Continuing Education Program

The Continuing Education Division is committed to the instructional development and support of the institution. The Continuing Education program strives to meet the continuing community needs and interests. It endeavors to enhance the educational and economic advancement, personal fulfillment or enrichment, and general social effectiveness of the society it serves.

The Continuing Education program consists of any courses, or organized groupings of courses, structured to meet specific occupational or professional needs offered for a specified number of class meetings for which no institutional credit toward a diploma or degree is awarded. Courses offered in this program are specially planned, designed, and conducted for the purpose of:

1. Maintaining and/or improving professional competence;
2. Advancing vocational/occupational growth; and
3. Preparing/upgrading for career-changing demands and adjustments.

Continuing Education Units (CEUs) are awarded on the basis of 10 student contact hours equaling one Continuing Education Unit. Certificates of completion are awarded for specific educational activities which do not meet standards for CEU awards.

## Programs in Continuing Education

### Occupational Upgrading

Continuing Education courses, seminars or workshops are offered to the general public for professional, technical, occupational, and vocational skills development or improvement that meet the Occupational Upgrading criteria and/or requirements for CEU classification.

### Industrial Training

This is a customized program of instruction requested by an industry, trade or professional organization. Training is conducted for a specific group of employees, using unique instructional objectives, at the request of a business, industrial or organizational representative. Programs included in this category must meet the requirements of Occupational Upgrading.

### Center for Accelerated Technology Training

The Center for Accelerated Technology Training is operated under the management of the Economic Development Division of the State Technical and Comprehensive Education System on a statewide basis in cooperation with the College. These services ensure industry of trained employees necessary for plant start-up. Special training is also available to existing industries which are expanding plant operations in the College's service area. Each program is individually designed to meet the manpower needs of the company. Training is coordinated with the South Carolina Employment Security Commission.

### Seminars and Workshops

Short-term training is designed to develop, reinforce, or refine knowledge, skills, and/or attitudes.

### Community Service and Personal Interest

Courses are scheduled as a service to the tri-county area of Denmark Technical College – Allendale, Bamberg, and Barnwell counties. Non-credit courses of interest to the public are offered and then are taught when the required enrollment level is reached. The courses are self-supporting.

# Continuing Education

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## WorkKeys

The WorkKeys system is an advanced, computerized system of job analysis designed to meet the needs of the individuals who want to work, employers who want qualified employees, and educators and trainers who want to help learners become qualified employees. As WorkKeys Service Center licensed by ACT, Denmark Technical College will provide unique and special access to all services of the WorkKeys system including job profiling (analysis), assessment, instructional support, reporting services and job placement/matching.

The WorkKeys system currently includes eight workplace skills: Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. Each skill is described by a skill scale. The same skill scale is the basis of the system and its four components: The assessments measure the skills of the individual; profiling measures the level of skill required for a particular job or occupation; instructional support provides structure for teaching the skills; and reports and research serve as the communication links between examiners, employers, and educators.

The WorkKeys system from American College Testing (ACT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions. By providing employers with a common metric for evaluating the jobs they need to staff, and people who want to work, WorkKeys facilitates fair and useful hiring strategies.



# Academic Programs

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## Transitional Studies Program

## College Transfer Programs

Associate in Arts  
Associate in Science

## Associate Degree Programs

Computer Technology  
Criminal Justice Technology  
Early Care and Education  
Electromechanical Engineering Technology  
Electronics Technology  
General Business  
General Technology  
Human Services  
Office Systems Technology

## One-Year Diploma Programs

Automated Office  
Barbering  
Cosmetology  
(\*Pharmacy Technician)

## Technical Certificates

Accounting Certificate  
Basic Tailoring/ Alterations  
Building Construction Fundamentals  
Computer Networking Certificate  
Computer Servicing & Repair  
Criminal Justice  
Customer Service  
Early Childhood Development  
Food Services  
General Automotive Repair  
General Studies  
Industrial Process Technology  
Laptop Computer Presentation  
Legal Research Assistant  
Machine Tool  
(\*Medical Record Coder)  
Multi-Skilled Maintenance Technician  
Plumbing  
Pre-Medical  
Welding  
Word Processing

\*(Denmark Technical College offers the Pre-Medical Certificate to students seeking the Medical Record Coder Certificate and the Pharmacy Technician Diploma, both offered at Midlands Technical College.)

# Transitional Studies Program

## Option I Students

These are high school graduates who have met the ASSET scores in math, reading, and English reflected on the respective academic program curricula displays and need no remediation. They are advised by their program advisor. These students should follow the curricula displays until graduation.

## Option II Students

These are high school graduates who did not score successfully on the ASSET and therefore need remediation. Students in Option II have two semesters to complete Transitional Studies course(s). These students are also advised by the program advisor.

NOTE: It is not mandatory that a student take all of the Transitional Studies courses the first semester. The advisor, along with the student, will make the adjustments. The course sequencing will have to be adjusted to meet the needs of these students.

## Option III Students

These students are not high school graduates and are admitted on the condition that they successfully pass areas on the High School Exit Examination or GED. In fact, Option III is divided into two sub-groups: Option IIIA – Students in this option have completed all required high school units but did not successfully pass one or two areas on the High School Exit Examination. Upon completion of the high school diploma, students are permitted to enroll in curriculums of their choice, and Option IIIB – Students in this option are non-high school graduates seeking to complete the GED. Upon receipt of a GED certificate, students are permitted to enroll in the curriculum of their choice.

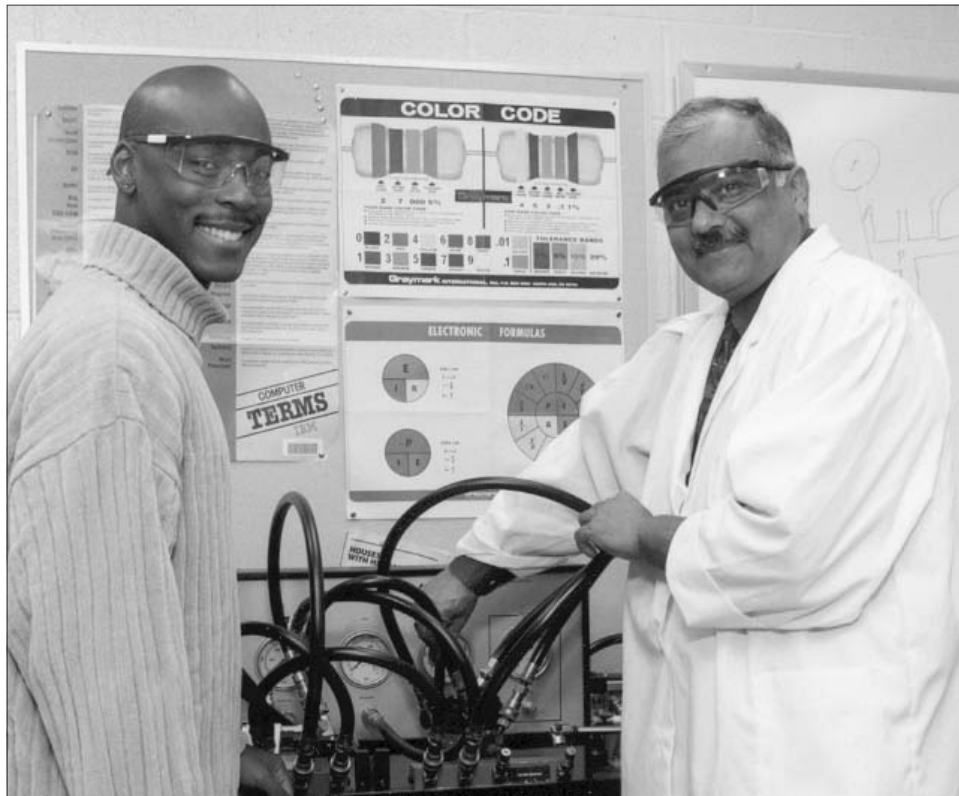
## ACADEMIC PROGRAM DISPLAY SHEETS

The following section contains the Academic Program Display Sheets used by Denmark Technical College students, academic counselors, and faculty advisors to guide each student's academic career. A copy of the student's display sheet is maintained in his advising file. Each curriculum display sheet contains the following:

- Program Entrance Requirements which include Reading, Math, and English placement test score minimums; a writing sample and computer technology knowledge-based assessments.
- General Education Requirements
- Core Subject Area Requirements
- Other Hours Required for Graduation
- Curriculum Course Sequence
- Program Description Indicating Career Opportunities



# College Transfer Programs







# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: ASSOCIATE IN ARTS ASSOCIATE DEGREE (MIN. - 63 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-40) (36-ALGEBRA)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### GENERAL EDUCATION: MIN. - 63 SHC

	SHC		SHC
<u>COMMUNICATIONS (COM)</u>	9	<u>NATURAL SCIENCES/MATHEMATICS (NSM)</u>	MIN. - 6
ENG 101 ENGLISH COMPOSITION I (3-0-3)		MAT 110 COLLEGE ALGEBRA (3-0-3)	
ENG 102 ENGLISH COMPOSITION II (3-0-3)		MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)	
SPC 205 PUBLIC SPEAKING (3-0-3)		BIO 101 BIOLOGICAL SCIENCE I (3-3-4)	
		BIO 102 BIOLOGICAL SCIENCE II (3-3-4)	
<u>HUMANITIES (HUM)</u>	15	PHS 101 PHYSICAL SCIENCE I (3-3-4)	
ENG 205 ENGLISH LITERATURE I (3-0-3)		PHS 102 PHYSICAL SCIENCE II (3-3-4)	
ENG 206 ENGLISH LITERATURE II (3-0-3)		CHM 110 COLLEGE CHEMISTRY I (3-3-4)	
ENG 208 WORLD LITERATURE I (3-0-3)		CHM 111 COLLEGE CHEMISTRY II (3-3-4)	
ENG 209 WORLD LITERATURE II (3-0-3)		<u>COMPUTER TECHNOLOGY (CT)</u>	3
ART 101 ART HISTORY AND APPRECIATION (3-0-3)		CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	
MUS 105 MUSIC APPRECIATION (3-0-3)		<u>OTHER REQUIREMENTS</u>	3
SPA 101 ELEMENTARY SPANISH I (3-3-4)		COL 103 COLLEGE SKILLS (3-0-3) OR	
SPA 102 ELEMENTARY SPANISH II (3-3-4)		IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	
THE 101 INTRODUCTION TO THEATER (3-0-3)		<u>ELECTIVE</u> _____ (3-0-3)	3
<u>SOCIAL BEHAVIORAL SCIENCE (SBS)</u>	24	<b>TOTAL</b>	<b>MIN. - 63</b>
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)			
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)			
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)			
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)			
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			
PSC 201 AMERICAN GOVERNMENT (3-0-3)			
SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3)			
PSY 201 GENERAL PSYCHOLOGY (3-0-3)			
ECO 210 MACROECONOMICS (3-0-3)			

1ST SEM. TERM	2ND SEM. TERM	3RD SEM. TERM	4TH SEM. TERM
(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE
COL 103/	ENG 102	SPC 205	HUM REQ.
IDS 101	NSM REQ.	HUM REQ.	SBS REQ.
ENG 101	SBS REQ.	HUM REQ.	SBS REQ.
NSM REQ.	SBS REQ.	SBS REQ.	SBS REQ.
HUM REQ.	CT REQ.	SBS REQ.	ELECTIVE
SBS REQ.	HUM REQ.		

Student must be a high school graduate.

Program Description: The Associate in Arts Program is designed to prepare students for transfer to a four-year college or university for study in the areas of humanities, social and behavioral sciences, or fine arts. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who receive the Associate in Arts degree can expect to find employment in the career fields of English, foreign language, geography, history, international studies, journalism, law, political science, psychology, social work and sociology.





# DENMARK TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: ASSOCIATE IN SCIENCE  
ASSOCIATE DEGREE  
(MIN. - 62 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-40) (36-ALGEBRA)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

## GENERAL EDUCATION: MIN. - 62 SHC

COMMUNICATIONS (COM)	SHC	NATURAL SCIENCES/MATHEMATICS (NSM)	SHC
	9		MIN. - 23
ENG 101 ENGLISH COMPOSITION I (3-0-3)		MAT 110 COLLEGE ALGEBRA (3-0-3)	
ENG 102 ENGLISH COMPOSITION II (3-0-3)		MAT 111 COLLEGE TRIGONOMETRY (3-0-3)	
SPC 205 PUBLIC SPEAKING (3-0-3)		MAT 112 PRE-CALCULUS (5-0-5)	
		MAT 130 ELEMENTARY CALCULUS (3-0-3)	
		MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)	
		MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4)	
		MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)	
		MAT 177 CALCULUS (3-0-3)	
		MAT 215 GEOMETRY (3-0-3)	
		BIO 101 BIOLOGICAL SCIENCE I (3-3-4)	
		BIO 102 BIOLOGICAL SCIENCE II (3-3-4)	
		PHS 101 PHYSICAL SCIENCE I (3-3-4)	
		PHS 102 PHYSICAL SCIENCE II (3-3-4)	
		CHM 110 COLLEGE CHEMISTRY I (3-3-4)	
		CHM 111 COLLEGE CHEMISTRY II (3-3-4)	
		<u>COMPUTER TECHNOLOGY (CT)</u>	3
		CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	
		<u>OTHER REQUIRMEENTS</u>	3
		COL 103 COLLEGE SKILLS (3-0-3) OR	
		IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	
		<u>ELECTIVE</u> _____ (3-0-3)	3
		<b>TOTAL</b>	<b>MIN. - 62</b>

1ST SEM. TERM	2ND SEM. TERM	3RD SEM. TERM	4TH SEM. TERM
(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE
COL 103/	ENG 102	SPC 205	HSS REQ.
IDS 101	NSM REQ.	HSS REQ.	HSS REQ.
ENG 101	HSS REQ.	NSM REQ.	NSM REQ.
NSM REQ.	NSM REQ.	NSM REQ.	HSS REQ.
HSS REQ.	CT REQ.	HSS REQ.	ELECTIVE
NSM REQ.			

Student must be a high school graduate.

Program Description: The Associate in Science Program is designed to prepare students for transfer to a four-year college or university for study in the areas of the physical sciences, natural sciences or mathematics. The student along with his/her academic advisor will plan a program of study to meet the requirements of the college to which the student expects to transfer. Students who complete the Associate of Science degree requirements can expect to find employment in the science and mathematics career fields.

# Associate Degree Programs







# DENMARK

## TECHNICAL COLLEGE

**CURRICULUM DISPLAY**  
**MAJOR: COMPUTER TECHNOLOGY**  
**ASSOCIATE DEGREE**  
**(63 SHC)**

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
RDG _____	LECT 5 LAB 0 SHC 5	TERM TAKEN _____ GRADE _____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### GENERAL EDUCATION: 15 SHC

#### HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)  
 SPC 205 PUBLIC SPEAKING (3-0-3)

#### NATURAL SCIENCE/MATHEMATICS (NSM)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)  
 BIO 102 BIOLOGICAL SCIENCE II (3-3-4)  
 CHM 110 COLLEGE CHEMISTRY I (3-3-4)  
 CHM 111 COLLEGE CHEMISTRY II (3-3-4)  
 MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)  
 PHS 101 PHYSICAL SCIENCE I (3-3-4)  
 PHS 102 PHYSICAL SCIENCE II (3-3-4)

#### SOCIAL BEHAVIORAL SCIENCE (SBS)

ECO 210 MACROECONOMICS (3-0-3)  
 ECO 211 MICROECONOMICS (3-0-3)  
 HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)  
 HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)  
 HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)  
 HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)  
 HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)  
 PSC 201 AMERICAN GOVERNMENT (3-0-3)

SHC

6

3

6

15

### REQUIRED CORE SUBJECT AREAS: 18 SHC

CPT 115 COBOL PROGRAMMING I (3-0-3)  
 CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)  
 CPT 215 COBOL PROGRAMMING II (3-0-3)  
 CPT 257 OPERATING SYSTEMS (3-0-3)  
 CPT 264 SYSTEMS AND PROCEDURES (3-0-3)  
 IST 220 DATA COMMUNICATIONS (3-0-3)

SHC

3

3

3

3

3

3

18

### OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR  
 IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)  
 \*BUS 101 INTRODUCTION TO BUSINESS (3-0-3)  
 CPT 111 BASIC PROGRAMMING (3-0-3)  
 CPT 235 C PROGRAMMING II (3-0-3)  
 CPT 132 PASCAL PROGRAMMING (3-0-3)  
 CPT 234 C PROGRAMMING I (3-0-3)  
 CPT 242 DATABASE (3-0-3)  
 IST 245 LOCAL AREA NETWORKS (3-0-3)  
 CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

SHC

3

3

3

3

3

3

3

3

3

27

SHC

### ELECTIVE: 3 SHC

\_\_\_\_\_ (3-0-3)

3

3

**TOTAL**

**63**

1ST SEM. TERM	2ND SEM. TERM	3RD SEM. TERM	4TH SEM. TERM
(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE
SBS REQ. _____	SBS REQ. _____	NSM REQ. _____	CPT 215 _____
*BUS 101 _____	CPT 111 _____	CPT 115 _____	CPT 235 _____
COL 103/ _____	CPT 132 _____	CPT 234 _____	CPT 257 _____
IDS 101 _____	CPT 170 _____	CPT 264 _____	IST 245 _____
ENG 101 _____	CPT 242 _____	IST 220 _____	ELECTIVE _____
CPT 101 _____		SPC 205 _____	

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.  
 COMPUTER REQUIREMENT SATISFIED WITH CPT 101.

Program Description: The Computer Technology Program is designed to train students in computer programming languages and computer operations. Graduates of this degree program may pursue positions in entry level computer operations and programming.



# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE DEGREE (60 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT			MATH PLACEMENT			ENG PLACEMENT		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			5	0	5	_____		_____
MAT _____			5	0	5	_____		_____
ENG _____			5	0	5	_____		_____

**GENERAL EDUCATION: 15 SHC**

**REQUIRED CORE SUBJECT AREAS: 15 SHC**

	SHC		SHC
<u>HUMANITIES/FINE ARTS</u>	6	*CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)	3
		CRJ 115 CRIMINAL LAW I (3-0-3)	3
		CRJ 125 CRIMINOLOGY (3-0-3)	3
ENG 101 ENGLISH COMPOSITION I (3-0-3)		CRJ 236 CRIMINAL EVIDENCE (3-0-3)	3
SPC 205 PUBLIC SPEAKING (3-0-3)		CRJ 242 CORRECTIONAL SYSTEMS (3-0-3)	3
			15

NATURAL SCIENCE/MATHEMATICS (NSM) MIN - 3

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)  
PHS 101 PHYSICAL SCIENCE I (3-3-4)  
PHS 102 PHYSICAL SCIENCE II (3-3-4)  
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)  
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)  
CHM 110 COLLEGE CHEMISTRY I (3-3-4)  
CHM 111 COLLEGE CHEMISTRY II (3-3-4)

SOCIAL BEHAVIORAL SCIENCE (SBS) 3

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)  
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)  
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)  
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)  
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)  
ECO 210 MACROECONOMICS (3-0-3)  
ECO 211 MICROECONOMICS (3-0-3)  
PSC 201 AMERICAN GOVERNMENT (3-0-3)

**OTHER HOURS FOR GRADUATION: 30 SHC**

	SHC
COL 103 COLLEGE SKILLS (3-0-3) OR	
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	3
CRJ 102 INTRODUCTION TO SECURITY (3-0-3)	3
CRJ 130 POLICE ADMINISTRATION (3-0-3)	3
CRJ 145 JUVENILE DELINQUENCY (3-0-3)	3
CRJ 222 ETHICS IN CRIMINAL JUSTICE (3-0-3)	3
CRJ 230 CRIMINAL INVESTIGATION I (3-0-3)	3
CRJ 244 PROBATION, PARDON & PAROLE (3-0-3)	3
	21

**ELECTIVE: 9 SHC**

	SHC		SHC
<u>COMPUTER TECHNOLOGY (CT)</u>	3		
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)			
		_____ (3-0-3)	3
		_____ (3-0-3)	3
	15	_____ (3-0-3)	3
			9

**TOTAL 60**

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
COL 103/			CRJ 125			CRJ 102			CRJ 130		
IDS 101			CRJ 222			CRJ 145			CRJ 244		
ENG 101			CRJ 236			CRJ 230			SPC 205		
*CRJ 101			CRJ 242			ELECTIVE			NSM REQ.		
CRJ 115			SBS REQ.			ELECTIVE			ELECTIVE		
CT REQ.											

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Criminal Justice Program is designed to provide course offerings for both law enforcement and corrections. Students who seek employment after graduation can pursue career opportunities in adult and juvenile corrections, city and county police, state patrol, private and industrial security, federal law enforcement agencies, and with the military.



# DENMARK TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: EARLY CARE AND EDUCATION  
ASSOCIATE DEGREE  
(MIN. 66-67 SHC)

Student's  
Name \_\_\_\_\_  
Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Semester \_\_\_\_\_

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (36-ALGEBRA)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
RDG _____	LECT LAB SHC	TERM TAKEN GRADE
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____
	5 0 5	_____

## GENERAL EDUCATION: MIN. - 15 SHC

COMMUNICATIONS (COM)	SHC	REQUIRED CORE SUBJECT AREAS	SHC
	6		21
ENG 101 ENGLISH COMPOSITION I (3-0-3)		*ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3)	
SPC 205 PUBLIC SPEAKING (3-0-3)		ECD 102 GROWTH AND DEVELOPMENT I (2-3-3)	
		ECD 105 GUIDANCE AND CLASSROOM MGMT. (3-0-3)	
		ECD 135 HEALTH, SAFETY AND NUTRITION (3-0-3)	
SOCIAL SCIENCES (SBS)	3	ECD 203 GROWTH AND DEVELOPMENT II (2-3-3)	
		ECD 107 EXCEPTIONAL CHILDREN (3-0-3)	
ECO 210 MACROECONOMICS (3-0-3)		ECD 243 SUPERVISED FIELD EXPERIENCE (1-6-3)	
ECO 211 MICROECONOMICS (3-0-3)			
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)			
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)		OTHER HOURS FOR GRADUATION	30
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)		ART 101 ART HISTORY APPRECIATION (3-0-3)	
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)		COL 103 COLLEGE SKILLS (3-0-3) OR	
PSC 201 AMERICAN GOVERNMENT (3-0-3)		IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	
PSY 201 GENERAL PSYCHOLOGY (3-0-3)		ECD 108 FAMILY AND COMMUNITY RELATIONS (3-0-3)	
		ECD 109 ADMINISTRATION AND SUPERVISION (3-0-3)	
NATURAL SCIENCES/MATHEMATICS (NSM)	3 OR 4	ECD 131 LANGUAGE ARTS (3-0-3)	
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)		ECD 132 CREATIVE EXPERIENCES (2-3-3)	
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)		ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3)	
CHM 110 COLLEGE CHEMISTRY I (3-3-4)		ECD 201 PRINCIPLES OF ETHICS AND LEADERSHIP (3-0-3)	
CHM 111 COLLEGE CHEMISTRY II (3-3-4)		ECD 237 METHODS AND MATERIALS (3-0-3)	
MAT 110 COLLEGE ALGEBRA (3-0-3)		MUS 105 MUSIC APPRECIATION (3-0-3)	
PHY 201 PHYSICS (3-3-4)			
PHY 202 PHYSICS II (3-3-4)			
		TOTAL	66-67 SHC
COMPUTER TECHNOLOGY (CT)	3		
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)			

1ST SEM. TERM	2ND SEM. TERM	3RD SEM. TERM	4TH SEM. TERM
(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE	(____SHC) TAKEN GRADE
ENG 101 _____	SPC 205 _____	NSM REQ. _____	ECD 109 _____
ECD 101 _____	ECD 203 _____	ECD 132 _____	ECD 131 _____
ECD 102 _____	ECD 105 _____	ECD 135 _____	ECD 201 _____
COL 103 _____	ECD 107 _____	ECD 237 _____	ECD 243 _____
CPT 101 _____	SBS REQ. _____	ECD 108 _____	ECD 133 _____
MUS 105 _____	ART 101 _____		

\*THIS COURSE MAY BE TAKEN WITH TRANSITIONAL STUDIES COURSES  
Student must be a high school graduate.

Program Description: The Early Care and Education major is designed to train students for specific career and employment goals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience. The program provides the theory and practical application in the growth and development, learning and behavior of preschool children. Students who matriculate in this program must have a Tuberculin Skin Test, a SLED Clearance and CPR/First Aid Training. Courses in this program are transferable to a number of senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in public schools, as childcare providers in daycare centers and nursery schools, as lead and assistant teachers in Headstart Centers, and as coordinators in other Child Development agencies.



# DENMARK

## TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: ELECTROMECHANICAL  
ENGINEERING TECHNOLOGY  
ASSOCIATE DEGREE  
(MIN. - 69 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-40) (38-Algebra)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

GENERAL EDUCATION: 27 SHC

REQUIRED CORE SUBJECT AREAS: 15 SHC

HUMANITIES/FINE ARTS	SHC		SHC
	6	*EET 113 ELECTRICAL CIRCUITS I (3-3-4)	4
		EET 114 ELECTRICAL CIRCUITS (3-3-4)	4
		EET 145 DIGITAL CIRCUITS (3-3-4)	4
ENG 101 ENGLISH COMPOSITION I (3-0-3)		CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
SPC 205 PUBLIC SPEAKING (3-0-3)			15

NATURAL SCIENCE/MATHEMATICS (NSM)	18	OTHER HOURS FOR GRADUATION: 27 SHC	
**MAT 110 COLLEGE ALGEBRA (3-0-3)			
MAT 111 COLLEGE TRIGONOMETRY (3-0-3)			SHC
MAT 140 ANALYTICAL GEOMETRY & CALCULUS I (4-0-4)			
CHM 110 COLLEGE CHEMISTRY I (3-3-4)		COL 103 COLLEGE SKILLS (3-0-3)	3
PHY 201 PHYSICS I (3-3-4)		EGT 101 BASIC TECHNICAL DRAWING (1-3-2)	2
		EGT 151 INTRODUCTION TO CAD (2-3-3)	3
		MET 214 FLUID MECHANICS (3-0-3)	3
		MET 224 HYDRAULICS AND PNEUMATICS (2-3-3)	3
		MET 227 INSTRUMENTATION PRINCIPLES (1-3-2)	2
		EET 233 CONTROL SYSTEMS (3-3-4)	4
		EET 227 ELECTRICAL MACHINERY (2-3-3)	3
		MET 231 MACHINE DESIGN (3-3-4)	4
			27
SOCIAL BEHAVIORAL SCIENCE (SBS)	3		
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)			
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)			
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)			
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)			
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)			
ECO 210 MACROECONOMICS (3-0-3)			
ECO 211 MICROECONOMICS (3-0-3)			
PSC 201 AMERICAN GOVERNMENT (3-0-3)			
Total	27		

TOTAL

MIN. 69

*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.											
1ST SEM. (____SHC)	TERM TAKEN	GRADE	2ND SEM. (____SHC)	TERM TAKEN	GRADE	3RD SEM. (____SHC)	TERM TAKEN	GRADE	4TH SEM. (____SHC)	TERM TAKEN	GRADE
COL 103	_____	_____	SPC 205	_____	_____	EGT 151	_____	_____	EET 233	_____	_____
ENG 101	_____	_____	EET 145	_____	_____	MET 214	_____	_____	MET 231	_____	_____
EET 113	_____	_____	EET 114	_____	_____	MET 224	_____	_____	CHM 110	_____	_____
EGT 101	_____	_____	MAT 111	_____	_____	EET 227	_____	_____	MET 227	_____	_____
**MAT 110	_____	_____	PHY 201	_____	_____	MAT 140	_____	_____	SBS REQ.	_____	_____
CPT 101	_____	_____									

THIS COURSE IS A PREREQUISITE FOR HIGHER LEVEL EET COURSES.

\*\*MAT 110 MUST BE TAKEN PRIOR TO 200 LEVEL COURSES IN THE MAJOR.

Program Description: The Electromechanical Engineering Program trains students in basic circuit analysis, electronic circuits, and applications of engineering principles in the manufacturing, installation, testing, and repair of electromechanical systems. Graduates of this program can explore career opportunities in manufacturing, general engineering technology, energy conversion, energy utilization and sales fields.



# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: ELECTRONICS TECHNOLOGY ASSOCIATE DEGREE (68 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### GENERAL EDUCATION: 15 SHC

#### HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)  
SPC 205 PUBLIC SPEAKING (3-0-3)

#### NATURAL SCIENCE/MATHEMATICS (NSM)

MAT 110 COLLEGE ALGEBRA (3-0-3)  
PHS 101 PHYSICAL SCIENCE I (3-3-4)  
PHS 102 PHYSICAL SCIENCE II (3-3-4)  
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)  
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)  
CHM 110 COLLEGE CHEMISTRY I (3-3-4)  
CHM 111 COLLEGE CHEMISTRY II (3-3-4)

#### SOCIAL BEHAVIORAL SCIENCE (SBS)

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)  
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)  
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)  
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)  
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)  
ECO 210 MICROECONOMICS (3-0-3)  
ECO 211 MICROECONOMICS (3-0-3)  
PSC 201 AMERICAN GOVERNMENT (3-0-3)

SHC

6

3

15

3

### REQUIRED CORE SUBJECT AREAS: 19 SHC

EET 113 ELECTRICAL CIRCUITS I (3-3-4)  
EET 131 ACTIVE DEVICES (3-3-4)  
EET 145 DIGITAL CIRCUITS (3-3-4)  
CPE 107 COMPUTER APPLICATIONS FOR ELECTRONICS (2-3-3)  
EET 231 INDUSTRIAL ELECTRONICS (3-3-4)

SHC

4

4

4

3

4

19

### OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR  
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)  
\*ELT 109 INTRODUCTION TO ELECTRONIC SERVICING (3-3-4)  
ELT 201 ELECTRONIC SYSTEMS (3-3-4)  
ELT 202 SERVICING TECHNIQUES (1-3-2)  
ELT 206 ADVANCED SERVICING TECHNIQUES (2-3-3)  
CPE 110 COMPUTER LANGUAGE (2-3-3)  
ELT 229 MICROCOMPUTER REPAIR (2-3-3)  
EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4)  
EET 114 ELECTRICAL CIRCUITS II (3-3-4)

SHC

3

4

4

2

3

3

3

4

4

30

### ELECTIVE: 4 SHC

SHC

#### COMPUTER TECHNOLOGY (CT)

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

TOTAL

68

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
COL 103/			EET 131			CPE 110			ELT 206		
IDS 101			EET 145			EET 231			ELT 229		
ENG 101			EET 114			ELT 201			EET 251		
EET 113			CPE 107			ELT 202			SPC 205		
*ELT 109			CT REQ.			SBS REQ.			ELECTIVE		
NSM REQ.											

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Electronics Technology Program provides training in the design, modification and testing of electronic circuits and systems. Graduates of this program will gain the necessary skills for employment as industrial plant technicians, construction technicians, electrical maintenance technicians, electronic assemblers, computer service technicians, digital control room operators, and technical sales representatives.





# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: GENERAL BUSINESS ASSOCIATE DEGREE (63 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____			MATH PLACEMENT _____			ENG PLACEMENT _____		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
RDG _____			LECT	LAB	SHC	TERM TAKEN		GRADE
			5	0	5	_____		_____
MAT _____			5	0	5	_____		_____
ENG _____			5	0	5	_____		_____

### GENERAL EDUCATION: 15 SHC

#### HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)  
SPC 205 PUBLIC SPEAKING (3-0-3)

#### NATURAL SCIENCE/MATHEMATICS (NSM)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)  
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)  
CHM 110 COLLEGE CHEMISTRY I (3-3-4)  
CHM 111 COLLEGE CHEMISTRY II (3-3-4)  
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)  
PHS 101 PHYSICAL SCIENCE I (3-3-4)  
PHS 102 PHYSICAL SCIENCE II (3-3-4)

#### SOCIAL BEHAVIORAL SCIENCE (SBS)

ECO 210 MACROECONOMICS (3-0-3)  
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)  
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)  
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)  
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)  
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)  
PSC 201 AMERICAN GOVERNMENT (3-0-3)

SHC

6

3

6

15

### REQUIRED CORE SUBJECT AREAS: 15 SHC

ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)  
BUS 121 BUSINESS LAW I (3-0-3)  
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)  
MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3)  
MKT 101 MARKETING (3-0-3)

SHC

3

3

3

3

3

15

### OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR  
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)  
ACC 102 ACCOUNTING PRINCIPLES II (3-0-3)  
ACC 245 ACCOUNTING APPLICATIONS (3-0-3)  
BAF 201 PRINCIPLES OF FINANCE (3-0-3)  
\*BUS 101 INTRODUCTION TO BUSINESS (3-0-3)  
BUS 130 BUSINESS COMMUNICATIONS (3-0-3)  
BUS 240 BUSINESS STATISTICS (3-0-3)  
CPT 174 MICROCOMPUTER SPREADSHEET (3-0-3)  
MKT 120 SALES PRINCIPLES (3-0-3)  
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

SHC

3

3

3

3

3

3

3

3

3

3

30

### ELECTIVE: 3 SHC

SHC

3

COMPUTER REQUIREMENT SATISFIED WITH CPT 101

3

TOTAL

63

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
SBS REQ.	_____	_____	SBS REQ.	_____	_____	NSM REQ.	_____	_____	ACC 245	_____	_____
ACC 101	_____	_____	ACC 102	_____	_____	BAF 201	_____	_____	BUS 121	_____	_____
*BUS 101	_____	_____	BUS 130	_____	_____	CPT 174	_____	_____	BUS 240	_____	_____
COL 103/	_____	_____	CPT 170	_____	_____	MKT 101	_____	_____	MKT 120	_____	_____
IDS 101	_____	_____	MGT 101	_____	_____	SPC 205	_____	_____	ELECTIVE	_____	_____
ENG 101	_____	_____									
CPT 101	_____	_____									

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.  
COMPUTER REQUIREMENT SATISFIED WITH CPT 101.

Program Description: The General Business Program provides instruction in finance, marketing, accounting, management, and sales. Graduates of this program can pursue career opportunities in entry level accounting, sales, office management, and management. In addition, the program prepares students for small business ownership.



# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: GENERAL TECHNOLOGY ASSOCIATE DEGREE (70 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-40) (36-ALGEBRA)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG		5	0	5		
MAT		5	0	5		
ENG		5	0	5		

**GENERAL EDUCATION: 15 SHC**

SHC

HUMANITIES/FINE ARTS

6

ENG 101 ENGLISH COMPOSITION I (3-0-3)

SPC 205 PUBLIC SPEAKING (3-0-3)

HUMANITIES AND SOCIAL SCIENCE (HSS)

3

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)

HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)

HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)

HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)

ECO 210 MACROECONOMICS (3-0-3)

ECO 211 MICROECONOMICS (3-0-3)

PSC 201 AMERICAN GOVERNMENT (3-0-3)

NATURAL SCIENCE/MATHEMATICS (NSM)

3

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)

PHS 101 PHYSICAL SCIENCE I (3-3-4)

PHS 102 PHYSICAL SCIENCE II (3-3-4)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)

BIO 102 BIOLOGICAL SCIENCE II (3-3-4)

CHM 110 COLLEGE CHEMISTRY I (3-3-4)

CHM 111 COLLEGE CHEMISTRY II (3-3-4)

COMPUTER TECHNOLOGY (CPT)

3

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

15

**PRIMARY SPECIALITY: 28 SHC**

**SECONDARY SPECIALITY: 12 SHC**

**OTHER HOURS FOR GRADUATION: 12 SHC**

**ELECTIVE: 3 SHC**

**TOTAL 70 SHC**

COURSES WILL BE IDENTIFIED TO ADAPT THE PROGRAM TO MEET THE NEEDS OF THE STUDENT.

Student must be a high school graduate.

**Program Description:** The General Technology major is an individualized course of study designed to train students for specific career and employment goals. The program is structured by the student with assistance from the student's advisor. The required core of courses consists of primary and secondary technical specialties. The primary core consists of a minimum of 28 semester hours credit in a single content area from an approved degree, diploma, or certificate program. The secondary technical specialty consists of an additional 12 semester hour credits in another technical area. Additional courses may be identified to adapt the program to meet the needs of local employers and students. Courses from the College's associate degree programs and from the following diploma and certificate program may be used to satisfy General Technology degree requirements: Automated Office, Barbering, Machine Tool Technology, Basic Tailoring/Alterations, Criminal Justice, Early Childhood Development, General Automotive Repair, Welding, and Word Processing.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: HUMAN SERVICES

#### ASSOCIATE DEGREE

(60 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT			MATH PLACEMENT			ENG PLACEMENT		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			5	0	5	_____		_____
MAT _____			5	0	5	_____		_____
ENG _____			5	0	5	_____		_____

### GENERAL EDUCATION: 15 SHC

#### HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)  
SPC 205 PUBLIC SPEAKING (3-0-3)

#### NATURAL SCIENCE/MATHEMATICS (NSM)

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)  
PHS 101 PHYSICAL SCIENCE I (3-3-4)  
PHS 102 PHYSICAL SCIENCE II (3-3-4)  
BIO 101 BIOLOGICAL SCIENCE I (3-3-4)  
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)  
CHM 110 COLLEGE CHEMISTRY I (3-3-4)  
CHM 111 COLLEGE CHEMISTRY II (3-3-4)

#### SOCIAL BEHAVIORAL SCIENCE (SBS)

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)  
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)  
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)  
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)  
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)  
ECO 210 MACROECONOMICS (3-0-3)  
ECO 211 MICROECONOMICS (3-0-3)  
PSC 201 AMERICAN GOVERNMENT (3-0-3)

#### COMPUTER TECHNOLOGY (CT)

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

SHC

6

3

3

3

15

### REQUIRED CORE SUBJECT AREAS: 15 SHC

\*HUS 101 INTRODUCTION TO HUMAN SERVICES (3-0-3)  
HUS 216 BEHAVIOR CHANGE TECHNIQUES (3-0-3)  
HUS 225 PERSONAL AND INTERPERSONAL ADJUSTMENT (3-0-3)  
PSY 201 GENERAL PSYCHOLOGY (3-0-3)  
HUS 230 INTERVIEWING TECHNIQUES (3-0-3)

SHC

3

3

3

3

3

15

### OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR  
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)  
HUS 150 SUPERVISED FIELD PLACEMENT I (1-8-3)  
HUS 151 SUPERVISED FIELD PLACEMENT II (1-8-3)  
HUS 204 INTRODUCTION TO SOCIAL WORK (3-0-3)  
HUS 205 GERONTOLOGY (3-0-3)  
HUS 208 ALCOHOL AND DRUG ABUSE (3-0-3)  
HUS 203 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT (3-0-3)  
HUS 231 COUNSELING TECHNIQUES (3-0-3)  
HUS 235 GROUP DYNAMICS (3-0-3)

SHC

3

3

3

3

3

3

3

3

3

27

### ELECTIVE: 3 SHC

SHC

\_\_\_\_\_ (3-0-3)

3

3

TOTAL

60

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
COL 103/	_____	_____	HUS 203	_____	_____	HUS 208	_____	_____	HUS 204	_____	_____
IDS 101	_____	_____	HUS 231	_____	_____	HUS 150	_____	_____	HUS 216	_____	_____
ENG 101	_____	_____	HUS 205	_____	_____	HUS 230	_____	_____	HUS 151	_____	_____
NSM REQ.	_____	_____	SBS REQ.	_____	_____	SPC 205	_____	_____	HUS 235	_____	_____
*HUS 101	_____	_____	CT REQ.	_____	_____	ELECTIVE	_____	_____	PSY 201	_____	_____
HUS 225	_____	_____									

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Human Services Program is designed to prepare students for entry level positions in human service and social service agencies. The instructional program prepares students with competencies for use in a wide array of human service practice arenas. Graduates of this program are trained to work in social service, youth, alcohol and drug abuse, vocational rehabilitation, aging and educational agencies. In addition, this course of study prepares students to transfer to a senior institution to work toward a bachelor's degree.



# DENMARK TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: OFFICE SYSTEMS TECHNOLOGY  
ASSOCIATE DEGREE  
(63 SHC)

Student's Name \_\_\_\_\_  
Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Semester \_\_\_\_\_

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

## GENERAL EDUCATION: 15 SHC

### HUMANITIES/FINE ARTS

ENG 101 ENGLISH COMPOSITION I (3-0-3)  
SPC 205 PUBLIC SPEAKING (3-0-3)

### NATURAL SCIENCE/MATHEMATICS (NSM)

BIO 101 BIOLOGICAL SCIENCE I (3-3-4)  
BIO 102 BIOLOGICAL SCIENCE II (3-3-4)  
CHM 110 COLLEGE CHEMISTRY I (3-3-4)  
CHM 111 COLLEGE CHEMISTRY II (3-3-4)  
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)  
PHS 101 PHYSICAL SCIENCE I (3-3-4)  
PHS 102 PHYSICAL SCIENCE II (3-3-4)

### SOCIAL BEHAVIORAL SCIENCE (SBS)

ECO 210 MACROECONOMICS (3-0-3)  
ECO 211 MICROECONOMICS (3-0-3)  
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)  
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)  
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)  
HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3)  
HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3)  
PSC 201 AMERICAN GOVERNMENT (3-0-3)

SHC

6

3

6

15

## REQUIRED CORE SUBJECT AREAS: 15 SHC

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)  
OST 110 DOCUMENT FORMATTING I (3-0-3)  
OST 141 OFFICE PROCEDURES I (3-0-3)  
OST 163 INFORMATION PROCESSING (3-0-3)  
OST 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)

SHC

3

3

3

3

3

15

## OTHER HOURS FOR GRADUATION: 30 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR  
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)  
ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)  
OST 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)  
\*OST 133 PROFESSIONAL DEVELOPMENT (3-0-3)  
OST 134 OFFICE COMMUNICATIONS (3-0-3)  
OST 135 OFFICE MACHINES (3-0-3)  
OST 210 DOCUMENT PRODUCTION (3-0-3)  
OST 211 ADVANCED DOCUMENT PRODUCTION (3-0-3)  
OST 251 ADMINISTRATIVE SYSTEMS AND PROCEDURES (3-0-3)  
OST 263 OFFICE DATABASE APPLICATIONS (3-0-3)

SHC

3

3

3

3

3

3

3

3

3

3

30

## ELECTIVE: 3 SHC

SHC

COMPUTER REQUIREMENT SATISFIED WITH CPT 101 \_\_\_\_\_ (3-0-3) 3

TOTAL

63

1ST SEM.	TERM		2ND SEM.	TERM		3RD SEM.	TERM		4TH SEM.	TERM	
(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE	(__SHC)	TAKEN	GRADE
SBS REQ.	_____	_____	SBS REQ.	_____	_____	ACC 101	_____	_____	NSM REQ.	_____	_____
COL 103/	_____	_____	OST 110	_____	_____	OST 120	_____	_____	OST 211	_____	_____
IDS 101	_____	_____	OST 134	_____	_____	OST 167	_____	_____	OST 263	_____	_____
ENG 101	_____	_____	OST 135	_____	_____	OST 210	_____	_____	SPC 205	_____	_____
CPT 101	_____	_____	OST 141	_____	_____	OST 251	_____	_____	ELECTIVE	_____	_____
*OST 133	_____	_____	OST 163	_____	_____						

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Office Systems Technology Program is structured to provide students with education and skills in secretarial office procedures, including training in the use of keyboarding, machine transcription, office machines, calculators, accounting, and word processing equipment. This program prepares students for a wide array of career opportunities including executive secretary, administrative assistant, office manager, and word processing clerk in both the private and public sector.



# Diploma Programs







# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: AUTOMATED OFFICE DIPLOMA (45 SHC)

Student's Name \_\_\_\_\_  
Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Semester \_\_\_\_\_

RDG PLACEMENT	MATH PLACEMENT	ENG PLACEMENT
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

**GENERAL EDUCATION: 9 SHC**

**REQUIRED CORE SUBJECT AREAS: 12 SHC**

	SHC		SHC
<u>HUMANITIES/FINE ARTS</u>	3	CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
		OST 110 DOCUMENT FORMATTING (3-0-3)	3
		OST 141 OFFICE PROCEDURES I (3-0-3)	3
ENG 101 ENGLISH COMPOSITION I (3-0-3)		OST 163 INFORMATION PROCESSING (3-0-3)	3
			<u>12</u>

COMPUTATIONAL (COMP) 3

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)

**OTHER HOURS FOR GRADUATION: 24 SHC**

BEHAVIORAL/SOCIAL SCIENCE (BSS) 3

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3) SHC  
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)  
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)

9	COL 103 COLLEGE SKILLS (3-0-3) OR	
	IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)	3
	ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)	3
	OST 120 INTRODUCTION TO MACHINE TRANSCRIPTION (3-0-3)	3
	*OST 133 PROFESSIONAL DEVELOPMENT (3-0-3)	3
	*OST 134 OFFICE COMMUNICATIONS (3-0-3)	3
	OST 135 OFFICE MACHINES (3-0-3)	3
	OST 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)	3
	OST 210 DOCUMENT PRODUCTION (3-0-3)	3
		<u>24</u>

**TOTAL 45**

1ST SEM. TERM	2ND SEM. TERM	3RD SEM. TERM
(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE	(__SHC) TAKEN GRADE
COL 103/	OST 110 _____	ACC 101 _____
IDS 101 _____	OST 134 _____	BSS REQ. _____
ENG 101 _____	*OST 134 _____	OST 120 _____
MAT 155 _____	OST 141 _____	OST 167 _____
CPT 101 _____	OST 163 _____	OST 210 _____
*OST 133 _____		

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Automated Office Program prepares students in basic word-processing, machine transcription, filing, computers, and calculator functions for employment in these career fields.





# DENMARK TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: BARBERING  
DIPLOMA  
(49 SHC)

Student's Name \_\_\_\_\_  
Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

## GENERAL EDUCATION: 9 SHC

### HUMANITIES/FINE ARTS

ENG 160 TECHNICAL COMMUNICATIONS (3-0-3)

### COMPUTATIONAL (COMP)

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)

### BEHAVIORAL/SOCIAL SCIENCE (BSS)

HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)

HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)

SHC

3

3

3

9

## REQUIRED CORE SUBJECT AREAS: 19 SHC

\*BAR 101 BARBERING FUNDAMENTALS (2-3-3)

BAR 115 FACIAL CARE (2-3-3)

\*BAR 130 FUNDAMENTALS OF HAIRCUTTING (2-3-3)

BAR 135 HAIR AND SCALP CARE I (2-3-3)

BAR 240 CHEMICAL PROCESSING OF HAIR (2-3-3)

BAR 255 BARBERING CLINICAL PRACTICE I (2-6-4)

SHC

3

3

3

3

3

4

19

## OTHER HOURS FOR GRADUATION: 21 SHC

COL 103 COLLEGE SKILLS (3-0-3) OR

IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3)

BAR 120 SHAMPOO AND CONDITIONERS (2-3-3)

BAR 235 HAIR AND SCALP CARE II (2-3-3)

BAR 250 BARBER SHOP MANAGEMENT (2-3-3)

BAR 256 BARBERING CLINICAL PRACTICE II (4-6-6)

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)

SHC

3

3

3

3

6

3

21

TOTAL

49

1ST SEM.	TERM	
(__SHC)	TAKEN	GRADE
ENG 160	_____	_____
COL 103/	_____	_____
IDS 101	_____	_____
BAR 115	_____	_____
*BAR 101	_____	_____
BAR 120	_____	_____
BAR 135	_____	_____

2ND SEM.	TERM	
(__SHC)	TAKEN	GRADE
MAT 155	_____	_____
*BAR 130	_____	_____
BAR 240	_____	_____
BAR 235	_____	_____
BAR 255	_____	_____

3RD SEM.	TERM	
(__SHC)	TAKEN	GRADE
BAR 250	_____	_____
CPT 101	_____	_____
BAR 256	_____	_____
BSS REQ.	_____	_____

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Barbering Program prepares students with the knowledge and skills required by the South Carolina Board of Barber's licensing examination. Students are required to spend 1,500 clock hours during the program in classroom lectures and clinical experiences. Job opportunities in Barbering include hair stylist, barber/stylist, colorist, wig specialist, hair straightener, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.



# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: COSMETOLOGY DIPLOMA (53 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
RDG _____	LECT 5	TERM TAKEN _____
MAT _____	LAB 0	GRADE _____
ENG _____	SHC 5	_____
	5	_____
	0	_____
	5	_____

### GENERAL EDUCATION: 9 SHC

### REQUIRED CORE SUBJECT AREAS: 22 SHC

SHC	SHC
<u>HUMANITIES/FINE ARTS</u> 3	COS 206 CHEMICAL HAIR WAVING (2-3-3) 3
ENG 160 TECHNICAL COMMUNICATIONS (3-0-3)	COS 208 CHEMICAL HAIR RELAXING (1-6-3) 3
<u>COMPUTATIONAL (COMP)</u> 3	*COS 108 NAIL CARE (1-6-3) 3
MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)	COS 106 FACIALS AND MAKEUP (1-6-3) 3
	COS 114 HAIR SHAPING (2-6-4) 4
	COS 110 SCALP AND HAIR CARE (1-6-3) 3
	COS 210 HAIR COLORING (2-3-3) 3
	22
<u>BEHAVIORAL/SOCIAL SCIENCE (BSS)</u> 3	
HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3)	
HIS 102 WESTERN CIVILIZATION: POST 1689 (3-0-3)	
HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3)	
9	

### OTHER HOURS FOR GRADUATION: 22 SHC

SHC
COL 103 COLLEGE SKILLS (3-0-3) OR
IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3) 3
*COS 101 FUNDAMENTALS OF COSMETOLOGY (1-6-3) 3
COS 116 HAIR STYLING I (1-9-4) 4
COS 212 HAIR LIGHTENING (1-6-3) 3
COS 220 CLINICAL PRACTICE I (0-9-3) 3
COS 222 CLINICAL PRACTICE II (0-9-3) 3
COS 201 SALON MANAGEMENT (1-6-3) 3
22

**TOTAL 53**

1ST SEM. (___SHC)	TERM TAKEN	GRADE	2ND SEM. (___SHC)	TERM TAKEN	GRADE	3RD SEM. (___SHC)	TERM TAKEN	GRADE
*COS 101	_____	_____	COS 106	_____	_____	COS 212	_____	_____
COS 110	_____	_____	MAT 155	_____	_____	COS 220	_____	_____
COL 103/	_____	_____	*COS 108	_____	_____	COS 201	_____	_____
IDS 101	_____	_____	COS 206	_____	_____	BSS REQ.	_____	_____
COS 116	_____	_____	COS 208	_____	_____	COS 222	_____	_____
COS 114	_____	_____	COS 210	_____	_____			
ENG 160	_____	_____						

#### SPECIAL NOTE TO ALL COSMETOLOGY STUDENTS:

Denmark Technical College does not guarantee employment.

#### The Address of the South Carolina Board of Cosmetology:

South Carolina Board of Cosmetology  
S. C. Dept. of Labor, Licensing & Regulations  
P. O. Box 11329  
Columbia, SC 29211-11329 Phone: 803-896-4588

**\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.**

**Program Description:** The Cosmetology Program prepares students with the knowledge and skills required by the South Carolina State Board of Cosmetology for the licensing examination. Students are required to spend 1,500 clock hours in cosmetology. Job opportunities in Cosmetology include hair stylist, colorist, manicurist, wig specialist, or skin and hair specialist. The program also provides training in small business ownership, sales, product procurement, business management, and platform artistry.

DENMARK TECHNICAL COLLEGE  
AND  
MIDLANDS TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: PHARMACY TECHNICIAN  
DIPLOMA  
(48 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

SAT: composite (910)  
verbal (430)

ACT: composite (19)  
verbal (18)

Writing Sample: at least 3

**REQUIRED CORE SUBJECT AREAS: 48 SHC**

<u>DENMARK TECHNICAL COLLEGE</u>	<u>SHC</u>	<u>MIDLANDS TECHNICAL COLLEGE</u>	<u>SHC</u>
MAT 102 INTERMEDIATE ALGEBRA (3-0-3)	3	PHM 101 INTRODUCTION TO PHARMACY (3-0-3)	3
CHM 105 INORGANIC, ORGANIC, BIOCHEMISTRY (3-3-4)	4	PHM 113 PHARMACY MATH (3-0-3)	3
BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4)	4	PHM 109 APPLIED PHARMACY PRACTICE (2-0-2)	2
AHS 102 MEDICAL TERMINOLOGY (3-0-3)	3	PHM 111 APPLIED PHARMACY PRACTICE LAB (0-3-1)	1
ENG 101 ENGLISH COMPOSITION I (3-0-3)	3	PHM 114 THERAPUTIC AGENTS I (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3	PHM 118 COMMUNITY PHARMACY SEMINAR (0-3-1)	1
PSY 201 GENERAL PSYCHOLOGY (3-0-3)	<u>3</u>	PHM 152 PHARMACY TECH. PRACTICUM I (0-6-2)	2
	23	PHM 124 THERAPUTIC AGENTS II (3-0-3)	3
		PHM 164 PHARMACY TECH. PRACTICUM II (0-12-4)	4
		PHM 173 PHARMACY TECH. PRACTICUM III (0-9-3)	<u>3</u>
			25

1ST SEM. (__SHC)	TERM TAKEN	GRADE	2ND SEM. (__SHC)	TERM TAKEN	GRADE	3RD SEM. (__SHC)	TERM TAKEN	GRADE
PHM 101	_____	_____	PHM 109	_____	_____	PHM 118	_____	_____
PHM 110	_____	_____	PHM 111	_____	_____	PHM 124	_____	_____
PHM 113	_____	_____	PHM 114	_____	_____	PHM 164	_____	_____
MAT 102	_____	_____	PHM 152	_____	_____	PHM 173	_____	_____
CHM 105	_____	_____	ENG 101	_____	_____	PSY 201	_____	_____
BIO 112	_____	_____	CPT 170	_____	_____			

PHM 101 will have 3 lab sessions in Columbia.

PHM 110 will have weekly lab sessions in Waltherboro.

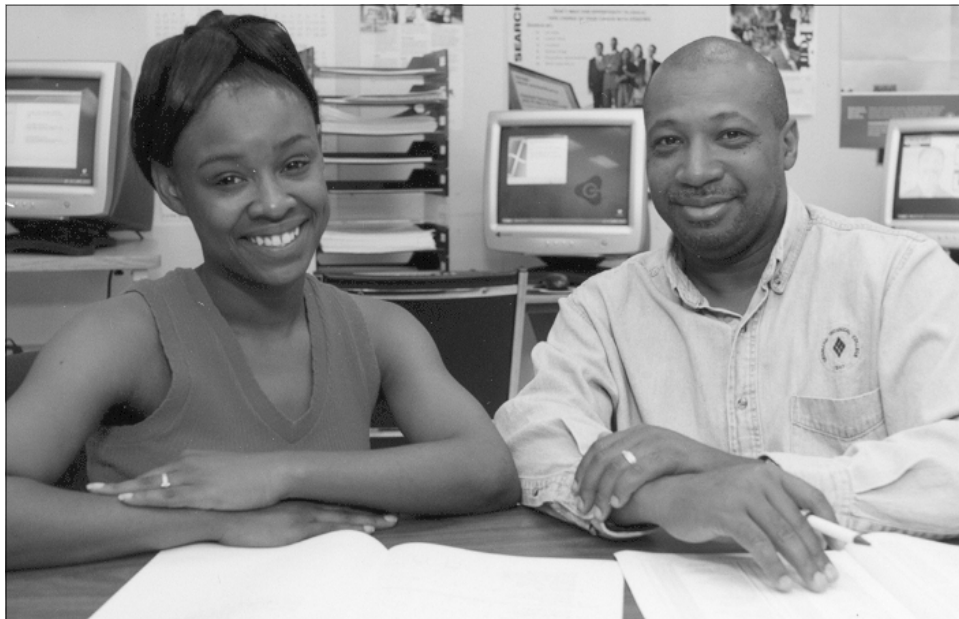
PHM 152, PHM 164, and PHM 173 are clinical experiences offered in or near students community.

Student must be a high school graduate.

Program Description: Pharmacy Technician is a three semester diploma program. Students completing this program are health care specialists trained to assist pharmacists. They will maintain patient records, enter data into record systems, generate labels and prepare drugs for final review by a pharmacist before the patient receives it. Other duties may include purchasing inventory, home health, and others as assigned by the pharmacist.

Denmark Technical College offers the Premedical Certificate to students seeking the Medical Record Coder Certificate and the Pharmacy Technician Diploma, both offered at Midlands Technical College.

# Certificate Programs







# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: ACCOUNTING CERTIFICATE (30 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)	
RDG _____		LECT	LAB	SHC	TERM TAKEN	GRADE
MAT _____		5	0	5	_____	_____
ENG _____		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 30 SHC

#### SHC

ACC 101 ACCOUNTING PRINCIPLES I (3-0-3)	3
ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3)	3
BAF 201 PRINCIPLES OF FINANCE (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3
BUS 121 BUSINESS LAW (3-0-3)	3
ACC 102 ACCOUNTING PRINCIPLES II (3-0-3)	3
ACC 245 ACCOUNTING APPLICATIONS (3-0-3)	3
BUS 130 BUSINESS COMMUNICATIONS (3-0-3)	3
BUS 240 BUSINESS STATISTICS (3-0-3)	3
CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3)	3
<b>TOTAL</b>	<b>30</b>

1ST SEM. (____SHC)	TERM TAKEN	GRADE
ACC 101	_____	_____
ACC 124	_____	_____
BAF 201	_____	_____
CPT 174	_____	_____
CPT 170	_____	_____

2ND SEM. (____SHC)	TERM TAKEN	GRADE
ACC 102	_____	_____
ACC 245	_____	_____
BUS 130	_____	_____
BUS 240	_____	_____
BUS 121	_____	_____

Minimum grade of "C" required in all courses. Student must be a high school graduate.

Program Description: This program prepares the student for entry-level positions in the fields of book-keeping, general accounting, record keeping and payroll. Students completing this program will gain a basic understanding of the accounting process and computerized accounting applications.



# DENMARK

TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: BASIC TAILORING/ALTERATIONS  
CERTIFICATE  
(24 SHC)

Student's Name \_\_\_\_\_  
Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Semester \_\_\_\_\_

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
RDG		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG	_____	5	0	5	_____	_____
MAT	_____	5	0	5	_____	_____
ENG	_____	5	0	5	_____	_____

## REQUIRED CORE SUBJECT AREAS: 24 SHC

*TLR 101 FASHION TAILORING (3-3-4)	4
TLR 120 BEGINNING ALTERATIONS (3-3-4)	4
TLR 105 SKIRT AND DRESSMAKING (3-3-4)	4
TLR 220 INTERMEDIATE ALTERATIONS (3-3-4)	4
TLR 110 COAT MAKING I (3-3-4)	4
TLR 115 TROUSER AND VEST MAKING I (3-3-4)	4
	<u>24</u>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

\*TLR 101 \_\_\_\_\_  
TLR 120 \_\_\_\_\_  
TLR 105 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

TLR 220 \_\_\_\_\_  
TLR 110 \_\_\_\_\_  
TLR 115 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

**Program Description:** The Basic Tailoring/Alterations program prepares students to tailor and alter coats, trousers, and vests. Practical training provides the opportunity to work with textile fibers and fabrics, experiences necessary to work in a variety of department stores and tailoring shops. A career in tailoring offers employment opportunities in the making and altering of clothing for men and women. Students can pursue careers as dressmakers and tailors in retail outlets, the garment industry, and department stores.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: BUILDING CONSTRUCTION

#### FUNDAMENTALS

#### CERTIFICATE

(21 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
RDG _____		LECT	LAB	SHC	TERM TAKEN	GRADE
MAT _____		5	0	5	_____	_____
ENG _____		5	0	5	_____	_____
		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 21 SHC

*BCT 102 FUNDAMENTALS OF BUILDING CONSTRUCTION	
CARPENTRY (2-6-4)	4
BCT 221 BUILDING CONSTRUCTION CODES (3-0-3)	3
BCT 112 CONSTRUCTION PRINT READING (2-0-2)	2
BCT 151 INTRODUCTION TO RESIDENTIAL PLUMBING (2-3-3)	3
EEM 165 RESIDENTIAL WIRING (3-3-4)	4
MSY 101 MASONRY FUNDAMENTALS (3-6-5)	5
	<u>21</u>

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
BCT 221	_____	_____
BCT 112	_____	_____
*BCT 102	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
BCT 151	_____	_____
EEM 165	_____	_____
MSY 101	_____	_____

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The Building Construction Fundamentals Program provides students with fundamental skills in masonry, plumbing and carpentry. Students who complete this certificate program can enter the building construction field as entry level brick masons, plumbers, or carpenters.





# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: COMPUTER NETWORKING CERTIFICATE (24 SHC)

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		5	0	5	_____	_____
MAT _____		5	0	5	_____	_____
ENG _____		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 24 SHC

#### SHC

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3
IST 201 CISCO INTERNETWORKING CONFIGURATION (3-0-3)	3
IST 202 CISCO ROUTER CONFIGURATION (3-0-3)	3
IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3)	3
IST 204 CISCO TROUBLESHOOTING (3-0-3)	3
IST 220 DATA COMMUNICATIONS (3-0-3)	3
IST 245 LOCAL AREA NETWORKS (3-0-3)	3
<b>Total</b>	<b>24</b>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

1st 8-Weeks  
\*CPT 101 \_\_\_\_\_  
IST 201 \_\_\_\_\_

2nd 8-Weeks  
CPT 170 \_\_\_\_\_  
IST 202 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

1st 8-Weeks  
IST 220 \_\_\_\_\_  
IST 203 \_\_\_\_\_

2nd 8-Weeks  
IST 245 \_\_\_\_\_  
IST 204 \_\_\_\_\_

\*This course may be taken with Developmental Studies Courses.  
Student must be at least a junior in high school.

**Program Description:** This two-year certificate program prepares students for employment in network troubleshooting, networking coordination and networking analysis in a variety of industries who use Cisco Networking Equipment. The Cisco Emphasis Certificate exposes students to a wide variety of Networking Protocols and their implementation on Cisco Routers and Switches. It prepares them for immediate Certified Cisco Networking Associate (CCNA) certification as well as for the more traditional roles of Network Troubleshooter and Network Manager in activities that are centered on support of Cisco Networking Equipment.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: COMPUTER SERVICING AND REPAIR CERTIFICATE (19 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		5	0	5	_____	_____
MAT _____		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 19 SHC

	SHC
*ELT 109 INTRODUCTION TO ELECTRONICS SERVICING (3-3-4)	4
ELT 202 SERVICING TECHNIQUES (1-3-2)	2
ELT 229 MICROCOMPUTER REPAIR (2-3-3)	3
EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4)	4
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
CPE 107 COMPUTER APPLICATIONS FOR ELECTRONICS (2-3-3)	<u>3</u>
	19

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
*ELT 109	_____	_____
ELT 202	_____	_____
CPT 101	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
ELT 229	_____	_____
EET 251	_____	_____
CPE 107	_____	_____

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

**Program Description:** The Computer Servicing and Repair program is designed to provide students with the necessary skills to pursue careers in the area of personal computer servicing, troubleshooting and net-working. Graduates of the program can expect to find employment opportunities in almost every sector of the job market where computers are in use. These opportunities include employment as computer technicians and support personnel in corporations, government, school systems, and independent businesses.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: CRIMINAL JUSTICE

#### CERTIFICATE

#### (30 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### REQUIRED CORE SUBJECT AREAS: 30 SHC

#### SHC

*CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)	3
CRJ 102 INTRODUCTION TO SECURITY (3-0-3)	3
CRJ 115 CRIMINAL LAW I (3-0-3)	3
CRJ 230 CRIMINAL INVESTIGATION I (3-0-3)	3
CRJ 242 CORRECTIONAL SYSTEMS (3-0-3)	3
CRJ 125 CRIMINOLOGY (3-0-3)	3
CRJ 130 POLICE ADMINISTRATION (3-0-3)	3
CRJ 236 CRIMINAL EVIDENCE (3-0-3)	3
CRJ 244 PROBATION, PARDON, PARLE (3-0-3)	3
CRJ 145 JUVENILE DELINQUENCY (3-0-3)	3
<b>TOTAL</b>	<b>30</b>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

\*CRJ 101 \_\_\_\_\_  
CRJ 102 \_\_\_\_\_  
CRJ 115 \_\_\_\_\_  
CRJ 145 \_\_\_\_\_  
CRJ 230 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

CRJ 125 \_\_\_\_\_  
CRJ 130 \_\_\_\_\_  
CRJ 236 \_\_\_\_\_  
CRJ 244 \_\_\_\_\_  
CRJ 242 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

Program Description: The Criminal Justice Program is designed to update the skills and knowledge of professionals working in corrections and law enforcement, and to prepare others to enter the Criminal Justice career fields. Career opportunities include employment in adult and juvenile corrections, city and country police departments, state patrol, private and industrial security, dispatch, federal law enforcement agencies, and with the military.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: CUSTOMER SERVICE

#### CERTIFICATE

#### (30 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### REQUIRED CORE SUBJECT AREAS: 30 SHC

	SHC
SPC 205 PUBLIC SPEAKING (3-0-3)	3
*BUS 101 INTRODUCTION TO BUSINESS (3-0-3)	3
BUS 140 BUSINESS MATHEMATICS (3-0-3) OR	
MAT 160 MATH FOR BUSINESS & FINANCE (3-0-3)	3
BUS 220 BUSINESS ETHICS (3-0-3)	3
CPT 101 COMPUTER TECHNOLOGY (3-0-3)	3
MKT 135 CUSTOMER SERVICE TECHNOLOGY (3-0-3)	3
MKT 250 CUSTOMER BEHAVIOR (3-0-3)	3
OST 133 PROFESSIONAL DEVELOPMENT (3-0-3)	3
MKT 130 CUSTOMER SERVICE PRINCIPLES (3-0-3)	3
BUS 130 BUSINESS COMMUNICATIONS OR	
ENG 170 BUSINESS COMMUNICATIONS (3-0-3)	3
<b>TOTAL</b>	<b>30</b>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

SPC 205 \_\_\_\_\_  
 \*BUS 101 \_\_\_\_\_  
 BUS 140 OR \_\_\_\_\_  
 MAT 160 \_\_\_\_\_  
 CPT 101 \_\_\_\_\_  
 MKT 130 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

BUS 220 \_\_\_\_\_  
 MKT 135 \_\_\_\_\_  
 MKT 250 \_\_\_\_\_  
 OST 133 \_\_\_\_\_  
 BUS 130 OR \_\_\_\_\_  
 ENG 170 \_\_\_\_\_

Program Description: The Customer Service program prepares students to process customer complaints, prepare basic reports, answer customer services questions, and deal effectively with customers. Students who complete this program may seek employment as a receptionist, customer services specialist and cashier.



# DENMARK TECHNICAL COLLEGE

## CURRICULUM DISPLAY MAJOR: EARLY CHILDHOOD DEVELOPMENT CERTIFICATE (27 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### REQUIRED CORE SUBJECT AREAS: 27 SHC

	SHC
*ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3)	3
ECD 102 GROWTH AND DEVELOPMENT I (2-3-3)	3
ECD 103 GROWTH AND DEVELOPMENT II (2-3-3)	3
ECD 105 GUIDANCE - CLASSROOM MANAGEMENT (3-0-3)	3
ECD 131 LANGUAGE ARTS (3-0-3)	3
ECD 132 CREATIVE EXPERIENCES (2-3-3)	3
ECD 107 EXCEPTIONAL CHILDREN (3-0-3)	3
ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3)	3
ECD 135 HEALTH, SAFETY, & NUTRITION (3-0-3)	3
<b>TOTAL</b>	<b>27</b>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

\*ECD 101 \_\_\_\_\_  
ECD 102 \_\_\_\_\_  
ECD 132 \_\_\_\_\_  
ECD 135 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

ECD 103 \_\_\_\_\_  
ECD 105 \_\_\_\_\_  
ECD 107 \_\_\_\_\_  
ECD 131 \_\_\_\_\_  
ECD 133 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

**Program Description:** The Early Childhood Development Program is targeted toward individuals who are currently employed in the field and wish to enhance their skills, as well as students with no previous experience in early childhood development. The program provides the theory and practical application in the growth and development, learning and behavior of pre-school children. Students who matriculate in this certificate program must have a Tuberculin Skin Test, a SLED Clearance, and CPR/First Aid. Courses in this program are transferrable to a number of senior institutions. Graduates of this program may pursue employment opportunities as teacher assistants in Day Care Centers, Nursery Schools, Elementary Schools, head Start Centers, and other Child Development agencies.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: FOOD SERVICE

#### CERTIFICATE

#### (18 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		5	0	5	_____	_____
MAT _____		5	0	5	_____	_____
ENG _____		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 18 SHC

*HOS 101 PRINCIPLES OF FOOD PRODUCTION (2-3-3)	3
HOS 102 PRINCIPLES OF FOOD PRODUCTION II (2-3-3)	3
HOS 120 BAKESHOP PRODUCTION (2-3-3)	3
HOS 155 HOSPITALITY SANITATION (3-0-3)	3
HOS 235 MENU PLANNING (3-0-3)	3
*HOS 255 FOOD SERVICE MANAGEMENT (3-0-3)	<u>3</u>
<b>TOTAL</b>	<b>18</b>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

\*HOS 101 \_\_\_\_\_  
HOS 155 \_\_\_\_\_  
HOS 235 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

HOS 102 \_\_\_\_\_  
HOS 120 \_\_\_\_\_  
\*HOS 255 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

**Program Description:** The Food Service Program is designed to give students a basic foundation in the methods and chemistry of cooking. The program provides classroom training and practical skills in cooking techniques, cooking equipment, and operation of the dining room. In addition, students gain experience in menu planning, nutrition, and banquet planning. Students who complete this certificate program may pursue careers as a chef, short-order cook, baker, pastry chef, and self-employment in the catering business.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

MAJOR: GENERAL AUTOMOTIVE REPAIR  
 CERTIFICATE  
 (17 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		5	0	5	_____	_____
MAT _____		5	0	5	_____	_____
ENG _____		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 17 SHC

*AUT 102 ENGINE REPAIR (2-6-4)	4
AUT 112 BRAKE SYSTEMS (2-6-4)	4
AUT 135 IGNITION SYSTEMS (3-3-4)	3
AUT 131 ELECTRICAL SYSTEMS (2-3-3)	3
AUT 142 HEATING & AIR CONDITIONING (2-3-3)	3
	17

1ST SEM. TERM  
 (\_\_\_\_SHC) TAKEN GRADE

\*AUT 102 \_\_\_\_\_  
 AUT 112 \_\_\_\_\_

2ND SEM. TERM  
 (\_\_\_\_SHC) TAKEN GRADE

AUT 135 \_\_\_\_\_  
 AUT 131 \_\_\_\_\_  
 AUT 142 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The General Automotive Repair Program is designed to provide skills in general automotive diagnosis and repair, including the repair of engines, ignition systems, electrical systems, and brakes. Students who complete this certificate program can pursue employment as general automotive mechanics.



Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-40) (36-ALGEBRA)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG		5	0	5		
MAT		5	0	5		
ENG		5	0	5		

COMMUNICATIONS (COM)		6	NATURAL SCIENCES/MATHEMATICS (NSM)	MIN. - 3
ENG 101 ENGLISH COMPOSITION I (3-0-3)			MAT 110 COLLEGE ALGEBRA (3-0-3)	
SPC 205 PUBLIC SPEAKING (3-0-3)			MAT 111 COLLEGE TRIGONOMETRY (3-0-3)	
			MAT 112 PRE-CALCULUS (5-0-5)	
			MAT 130 ELEMENTARY CALCULUS (3-0-3)	
			MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4)	
			MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4)	
			MAT 155 CONTEMPORARY MATHEMATICS (3-0-3)	
			MAT 177 CALCULUS (3-0-3)	
			MAT 215 GEOMETRY (3-0-3)	
			BIO 101 BIOLOGICAL SCIENCE I (3-3-4)	
			BIO 102 BIOLOGICAL SCIENCE II (3-3-4)	
			PHS 101 PHYSICAL SCIENCE I (3-3-4)	
			PHS 102 PHYSICAL SCIENCE II (3-3-4)	
			CHM 110 COLLEGE CHEMISTRY I (3-3-4)	
			CHM 111 COLLEGE CHEMISTRY II (3-3-4)	
			COMPUTER TECHNOLOGY (CT)	3
			CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	
			ELECTIVE	MIN. - 3
			TOTAL	MIN. - 18

1ST SEM.			2ND SEM.		
(__SHC)	TERM	GRADE	(__SHC)	TERM	GRADE
ENG 101	_____	_____	SPC 205	_____	_____
MAT 155	_____	_____	CPT 101	_____	_____
PSY 201	_____	_____	ELECTIVE	_____	_____

103





# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: INDUSTRIAL PROCESS TECHNOLOGY

#### CERTIFICATE

#### (26 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____			MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-45)			ASSET (REQUIREMENT-40) (36 - ALGEBRA)			ASSET (REQUIREMENT-40)	
RDG _____			LECT	LAB	SHC	TERM TAKEN	GRADE
			5	0	5	_____	_____
MAT _____			5	0	5	_____	_____
ENG _____			5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 26 SHC

	SHC
CHM 110 COLLEGE CHEMISTRY I (3-3-4)	4
CHM 111 COLLEGE CHEMISTRY II (3-3-4)	4
MAT 110 COLLEGE ALGEBRA (3-0-3)	3
MAT 112 PRE-CALCULUS (5-0-5)	5
NET 113 NUCLEAR PHYSICS (2-3-3)	3
NET 215 NUCLEAR REACTOR PHYSICS (3-0-3)	3
PHY 201 PHYSICS I (3-3-4)	4
	<u>26</u>

### \*RECOMMENDED ELECTIVES (Optional)

MET 214 FLUID MECHANICS (3-0-3)	3
MET 227 INSTRUMENTATION PRINCIPLES (1-3-2)	2
EET 113 ELECTRICAL CIRCUITS I (3-3-4)	4
EET 114 ELECTRICAL CIRCUITS II (3-3-4)	4
	<u>13</u>

\*Electives are not required for the Industrial Process Technology Certificate.  
Student must be a high school graduate.

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
MAT 110	_____	_____
CHM 110	_____	_____
NET 113	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
MAT 112	_____	_____
CHM 111	_____	_____
PHY 201	_____	_____
NET 215	_____	_____

Student must be a high school graduate.

The Program Description: Industrial Process Technology Certificate is designed for entry level employment in technology based industries. Employment possibilities are at Westinghouse-Savannah River Site. Graduates of the above certificate could pursue a degree in the Associate in Science, Electromechanical Engineering and Electronics Technology Degree programs.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

MAJOR: LAPTOP COMPUTER/PRESENTATION  
CERTIFICATE  
(27 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____		MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		5	0	5	_____	_____
MAT _____		5	0	5	_____	_____
ENG _____		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 27 SHC

		SHC
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)		3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)		3
CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3)		3
BUS 130 BUSINESS COMMUNICATIONS (3-0-3)	OR	
ENG 170 BUSINESS COMMUNICATIONS (3-0-3)		3
ARV 110 COMPUTER GRAPHICS (3-0-3)		3
ARV 217 COMPUTER IMAGERY (3-0-3)		3
ARV 219 MULTIMEDIA TECHNIQUES (3-0-3)		3
ARV 220 MULTIMEDIA PRESENTATIONS (3-0-3)		3
CGC 110 ELECTRONIC PUBLISHING (3-0-3)		<u>3</u>
<b>TOTAL</b>		<b>27</b>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

CPT 101 \_\_\_\_\_  
CPT 170 \_\_\_\_\_  
CPT 174 \_\_\_\_\_  
ARV 110 \_\_\_\_\_  
ARV 217 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

BUS 130 OR  
ENG 170 \_\_\_\_\_  
ARV 219 \_\_\_\_\_  
ARV 220 \_\_\_\_\_  
CGC 110 \_\_\_\_\_

Student must be a high School Graduate.

**Program Description:** The Laptop Computer Presentation Program is designed to train individuals to prepare multimedia presentations with desktop publishing. Graduates will be able to work independently, as a team member or as a multimedia specialist.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

MAJOR: LEGAL RESEARCH ASSISTANT  
CERTIFICATE  
(30 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (25-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### REQUIRED CORE SUBJECT AREAS: 30 SHC

#### SHC

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
LEG 135 INTRODUCTION TO LAW & ETHICS (3-0-3)	3
LEG 132 LEGAL BIBLIOGRAPHY (3-0-3)	3
LEG 120 TORTS (3-0-3)	3
BUS 130 BUSINESS COMMUNICATIONS (3-0-3)	OR
ENG 170 BUSINESS COMMUNICATIONS (3-0-3)	3
OST 105 KEYBOARDING (3-0-3)	3
BUS 121 BUSINESS LAW (3-0-3)	3
LEG 213 FAMILY LAW (3-0-3)	3
LEG 214 PROPERTY LAW (3-0-3)	3
LEG 233 WILLS, TRUST, ESTATES & PROBATE (3-0-3)	3
TOTAL	30

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

OST 105 \_\_\_\_\_  
LEG 135 \_\_\_\_\_  
LEG 120 \_\_\_\_\_  
BUS 130 OR  
ENG 170 \_\_\_\_\_  
LEG 213 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

CPT 101 \_\_\_\_\_  
LEG 132 \_\_\_\_\_  
LEG 214 \_\_\_\_\_  
LEG 233 \_\_\_\_\_  
BUS 121 \_\_\_\_\_

Student must be a high school graduate.

Program Description: The Legal Research Assistant Program is designed to prepare students to work under the direct supervision of an attorney. Graduates of this program will be able to provide support for preparation of litigation.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: MACHINE TOOL

#### CERTIFICATE

(21 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG _____		5	0	5	_____	_____
MAT _____		5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 21 SHC

#### SHC

*MTT 101 INTRODUCTION TO MACHINE TOOL (2-0-2)	2
MTT 111 MACHINE TOOL THEORY & PRACTICE I (3-6-5)	5
MTT 112 MACHINE TOOL THEORY & PRACTICE II (3-6-5)	5
MTT 120 MACHINE TOOL PRINT READING (2-3-3-)	3
MTT 141 METAL HEAT TREATMENT (2-3-3)	3
MTT 250 PRINCIPLES OF CNC (2-3-3)	3
	<u>21</u>

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

\*MTT 101 \_\_\_\_\_  
MTT 111 \_\_\_\_\_  
MTT 120 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

MTT 112 \_\_\_\_\_  
MTT 141 \_\_\_\_\_  
MTT 250 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The Machine Tool Program provides training in the theory and practice of bench and assembly layouts, and experience in the operation of the drill press, selected milling machines, shapes, and lathes.

DENMARK TECHNICAL COLLEGE  
AND  
MIDLANDS TECHNICAL COLLEGE

CURRICULUM DISPLAY  
MAJOR: MEDICAL RECORDS CODER  
CERTIFICATE  
(38 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

SAT: composite (840)  
verbal (400)

ACT: composite (18)  
verbal (17)

HOBET: composite (46%)  
verbal (46%)

Writing Sample: at least 3

REQUIRED CORE SUBJECT AREAS: 38 SHC

<u>DENMARK TECHNICAL COLLEGE</u>	SHC	<u>MIDLANDS TECHNICAL COLLEGE</u>	SHC
BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4)	4	HIM 101 INTRODUCTION TO HEALTH INFORMATION (1-0-1)	1
AHS 102 MEDICAL TERMINOLOGY (3-0-3)	3	HIM 102 INTRODUCTION TO CODING & CLASSIFICATION SYSTEMS (1-0-1)	1
OST 105 KEYBOARDING (3-0-3)	3	HIM 135 MEDICAL PATHOLOGY (3-0-3)	3
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3	HIM 216 CODING AND CLASSIFICATION I (2-3-3)	3
ENG 101 ENGLISH COMPOSITION I (3-0-3)	3	HIM 150 CODING PRACTICUM I (0-9-3)	3
CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3)	3	HIM 137 PHARMACOLOGY (1-0-1)	1
	19	HIM 225 CODING AND CLASSIFICATION II (2-3-3)	3
		HIM 151 CODING PRACTICUM II (0-9-3)	3
		HIM 226 HEALTH INFORMATION SEMINAR (1-0-1)	1
			19
		TOTAL	38

1ST SEM. TERM  
(\_\_\_SHC) TAKEN GRADE

BIO 112 \_\_\_\_\_  
AHS 102 \_\_\_\_\_  
OST 105 \_\_\_\_\_  
HIM 101 \_\_\_\_\_  
HIM 102 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_SHC) TAKEN GRADE

CPT 101 \_\_\_\_\_  
HIM 135 \_\_\_\_\_  
HIM 216 \_\_\_\_\_  
HIM 150 \_\_\_\_\_  
HIM 137 \_\_\_\_\_

3RD SEM. TERM  
(\_\_\_SHC) TAKEN GRADE

ENG 101 \_\_\_\_\_  
CPT 170 \_\_\_\_\_  
HIM 225 \_\_\_\_\_  
HIM 151 \_\_\_\_\_  
HIM 226 \_\_\_\_\_

Student must be a high school graduate.

Program Description: Medical Record Coder is a three semester certificate program. Students completing this program are health information specialists trained to analyze and evaluate technical and highly sensitive data in health records according to regulatory standards. Graduates are eligible for employment in hospitals, nursing homes, medical clinics, doctors' offices, and insurance offices.

Denmark Technical College offers the Premedical Certificate to students seeking the Medical Record Coder Certificate and the Pharmacy Technician Diploma, both offered at Midlands Technical College.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: MULTI-SKILLED MAINTENANCE

#### TECHNICIAN

#### CERTIFICATE

#### (40 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### REQUIRED CORE SUBJECT AREAS: 40 SHC

SHC  
REQUIRED CORE SUBJECT AREAS 40

CPT 141	CONSUMER APPLICATIONS II (1-0-1)	
EEM 105	BASIC ELECTRICITY (1-3-2)	
EEM 125	ELECTRONIC CIRCUITS (1-3-2)	
EEM 142	COMMERCIAL/INDUSTRIAL CODES (1-6-3)	
EEM 145	CONTROL CIRCUITS (1-6-3)	
EEM 160	INDUSTRIAL INSTRUMENTATION (1-6-3)	
EEM 162	INTRODUCTION TO PROCESS CONTROL (1-6-3)	
EVT 254	INDUSTRIAL SAFETY AND EMERGENCY RESPONSE (1-6-3)	
IDS 151	THE 21ST CENTURY WORKPLACE (1-0-1)	
IMT 120	MECHANICAL INSTALLATIONS (2-9-5)	
IMT 131	HYDRAULICS & PNEUMATICS (1-9-4)	
IMT 151	PIPING SYSTEMS (1-6-3)	
IMT 152	FUNDAMENTALS OF REFRIGERATION SYSTEMS (2-6-4)	
MTT 102	MACHINE TOOL BASICS (2-3-3)	
Total		40

1ST SEM. (____SHC)	TERM TAKEN	GRADE	2ND SEM. (____SHC)	TERM TAKEN	GRADE	3RD SEM. (____SHC)	TERM TAKEN	GRADE
IDS 151	_____	_____	EEM 105	_____	_____	EEM 162	_____	_____
CPT 141	_____	_____	EEM 125	_____	_____	IMT 151	_____	_____
EVT 254	_____	_____	EEM 142	_____	_____	IMT 131	_____	_____
IMT 120	_____	_____	EEM 145	_____	_____	IMT 152	_____	_____
MTT 102	_____	_____	EEM 160	_____	_____			

Minimum grade of "C" required in all courses (including successful classroom and on-the-job training).

Program Description: This program consists of four six-week sessions including classroom and on-the-job-training. Students will be trained in all areas of maintenance. Upon completion of the program, students will be able to fill a maintenance position in any industry.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: PLUMBING

#### CERTIFICATE

(17 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____	MATH PLACEMENT _____	ENG PLACEMENT _____
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)	ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)
	LECT LAB SHC	TERM TAKEN GRADE
RDG _____	5 0 5	_____
MAT _____	5 0 5	_____
ENG _____	5 0 5	_____

### REQUIRED CORE SUBJECT AREAS: 17 SHC

#### SHC

BCT 102 FUNDAMENTALS OF BUILDING CONSTRUCTION (2-6-4)	4
*BCT 112 CONSTRUCTION PRINT READING (2-0-2)	2
BCT 151 INTRODUCTION TO RESIDENTIAL PLUMBING (2-3-3)	3
BCT 152 RESIDENTIAL PLUMBING (3-6-5)	5
BCT 221 CONSTRUCTION BUILDING CODES (3-0-3)	<u>3</u>
	17

1ST SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

\*BCT 112 \_\_\_\_\_  
BCT 151 \_\_\_\_\_  
BCT 221 \_\_\_\_\_

2ND SEM. TERM  
(\_\_\_\_SHC) TAKEN GRADE

BCT 102 \_\_\_\_\_  
BCT 152 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

Program Description: The Plumbing Program provides students with fundamental skills in plumbing such as installation and repair of general plumbing systems including faucets, commodes, water heaters, drain pipes, and other related fixtures. Students who complete this certificate program can enter the plumbing field as entry level plumbers.



# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: PRE-MEDICAL

#### CERTIFICATE

(16 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____			MATH PLACEMENT _____			ENG PLACEMENT _____	
ASSET (REQUIREMENT-45)			ASSET (REQUIREMENT-40) (36 - ALGEBRA)			ASSET (REQUIREMENT-40)	
RDG _____			LECT	LAB	SHC	TERM TAKEN	GRADE
			5	0	5	_____	_____
MAT _____			5	0	5	_____	_____
ENG _____			5	0	5	_____	_____

### REQUIRED CORE SUBJECT AREAS: 26 SHC

	SHC
AHS 102 MEDICAL TERMINOLOGY (3-0-3)	3
BIO 112 BASIC ANATOMY & PHYSIOLOGY (3-3-4)	4
CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
CPT 170 MICROCOMPUER APPLICATIONS (3-0-3)	3
ENG 101 ENGLISH COMPOSITION I (3-0-3)	3
	<u>3</u>
	16

### \*RECOMMENDED ELECTIVES

CHM 105 INORGANIC, ORGANIC, BIOCHEMISTRY (3-3-4)	4
MAT 102 INTERMEDIATE ALGEBRA (3-0-3)	3
OST 105 KEYBOARDING (3-0-3)	3
PSY 201 GENERAL PSYCHOLOGY	3
	<u>3</u>
	13

\*Electives are not required for the Pre-Medical Certificate. Through advisement, students may pursue other Health Service careers.

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
AHS 102	_____	_____
BIO 112	_____	_____
CPT 101	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
ENG 101	_____	_____
CPT 170	_____	_____

Student must be a high school graduate.

**Program Description:** If you want a career in the medical field, then this certificate program is a starter for you. After completing the Pre-Medical Certificate Program, you will be given the opportunity to enroll in other medical programs. A minimum grade point average of 2.5 must be achieved in order to pursue avenues in the medical profession.





# DENMARK

## TECHNICAL COLLEGE

### CURRICULUM DISPLAY

#### MAJOR: WELDING

#### CERTIFICATE

(17 SHC)

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT		MATH PLACEMENT			ENG PLACEMENT	
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)		ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)	
		LECT	LAB	SHC	TERM TAKEN	GRADE
RDG		5	0	5		
MAT		5	0	5		
ENG		5	0	5		

### REQUIRED CORE SUBJECT AREAS: 17 SHC

#### SHC

*WLD 102 INTRODUCTION TO WELDING (2-0-2)	2
WLD 104 GAS WELDING AND CUTTING (1-3-2)	2
WLD 106 GAS AND ARC WELDING (3-3-4)	4
WLD 103 PRINT READING I (1-0-1)	1
WLD 108 GAS METAL ARC WELDING (3-3-4)	4
WLD 111 ARC WELDING I (3-3-4)	<u>4</u>
	17

1ST SEM.	TERM	
(____SHC)	TAKEN	GRADE
*WLD 102	_____	_____
WLD 104	_____	_____
WLD 106	_____	_____

2ND SEM.	TERM	
(____SHC)	TAKEN	GRADE
WLD 103	_____	_____
WLD 108	_____	_____
WLD 111	_____	_____

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES.

**Program Description:** The Welding Program provides practical hands-on skills and practical experiences in operating welding equipment. Graduates may find employment in gas and arc welding, arc welding, or print reading.



# DENMARK

TECHNICAL COLLEGE

**CURRICULUM DISPLAY**  
**MAJOR: WORD PROCESSING**  
**CERTIFICATE**  
**(18 SHC)**

Student's Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester \_\_\_\_\_

RDG PLACEMENT _____			MATH PLACEMENT _____			ENG PLACEMENT _____		
ASSET (REQUIREMENT-38) (32-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (33-37-ADVISEMENT)			ASSET (REQUIREMENT-38) (35-37-ADVISEMENT)		
			LECT	LAB	SHC	TERM TAKEN		GRADE
RDG _____			5	0	5	_____		_____
MAT _____			5	0	5	_____		_____
ENG _____			5	0	5	_____		_____

## REQUIRED CORE SUBJECT AREAS: 18 SHC

	SHC
*CPT 101 INTRODUCTION TO COMPUTERS (3-0-3)	3
OST 105 KEYBORADING (3-0-3)	3
OST 110 DOCUMENT FORMATTING (3-0-3)	3
*OST 141 OFFICE PROCEDURES I (3-0-3)	3
OST 163 INFORMATION PROCESSING (3-0-3)	3
OST 167 INFORMATION PROCESSING APPLICATIONS (3-0-3)	<u>3</u>
<b>TOTAL</b>	<b>18</b>

1ST SEM. TERM  
 (\_\_\_\_SHC) TAKEN GRADE

\*CPT 101 \_\_\_\_\_  
 OST 105 \_\_\_\_\_

2ND SEM. TERM  
 (\_\_\_\_SHC) TAKEN GRADE

OST 110 \_\_\_\_\_  
 \*OST 141 \_\_\_\_\_  
 OST 163 \_\_\_\_\_

2ND SEM. TERM  
 (\_\_\_\_SHC) TAKEN GRADE

OST 167 \_\_\_\_\_

\*THIS COURSE MAY BE TAKEN WITH DEVELOPMENTAL STUDIES COURSES. Student must be a high school graduate.

**Program Description:** The Word Processing Program is designed to provide training in word processing. Students who complete this certificate program may seek employment as entry level word processing clerks, typists, or office clerks.



# COURSE DESCRIPTIONS





# Course Descriptions

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**ACC 101 Accounting Principles I 3 CR**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial records at the end of the accounting cycle, and preparing financial statements.

**ACC 102 Accounting Principles II 3 CR**

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite: ACC 101

**ACC 120 Federal Income Tax 3 CR**

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

**ACC 124 Individual Tax Procedure 3 CR**

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

**ACC 150 Payroll Accounting 3 CR**

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

**ACC 230 Cost Accounting I 3 CR**

This course is a study of the accounting principles involved in job order cost systems.

**ACC 245 Accounting Applications 3 CR**

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. Prerequisite: ACC 102

**AHS 102 Medical Terminology 3 CR**

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

**AHS 108 Nutrition 3 CR**

This course is a study of nutrition and diet therapy as related to health care.

**AHS 114 Basic First Aid 3 CR**

The course provides instruction in basic procedures used in medical emergencies.

**AHS 116 Patient Care Relations 3 CR**

This course includes a study of the psychological and emotional effect of illness, hospitalization and recuperation upon the patient, others, and health care providers.

**AHS 117 Nurse Assisting 3 CR**

This course includes a study of concepts required to assist in the care of patients.

**AHS 151 Health Care Procedures 3 CR**

This course includes a study of fundamental health skills related to the patient/client in all of life's stages.

**ART 101 Art History and Appreciation 3 CR**

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**ARV 110 Computer Graphics I 3 CR**

This course is a study of the fundamentals of Computer Assisted Graphic Design.

**ARV 217 Computer Imagery 3 CR**

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field.

**ARV 219 Multimedia Techniques 3 CR**

This course is an introduction to the production of current audio-visual media.

**ARV 220 Multimedia Presentations 3 CR**

This course covers a study of multimedia techniques culminating in a presentation.

**AUT 102 Engine Repair 4 CR**

This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

**AUT 112 Braking Systems 4 CR**

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding.

**AUT 115 Manual Drive Train/Axle 3 CR**

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

# Course Descriptions

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**AUT 121 Suspension and Steering 3 CR**

This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joint, and related parts.

**AUT 122 Suspension and Alignment 4 CR**

This course is a study of suspension and steering systems, including non-adjustable wheel alignment angles and application of balancing and alignment equipment.

**AUT 131 Electrical Systems 3 CR**

This course is a study of the individual systems and components that when combined form the entire electrical system. The course includes starting and charging systems ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics.

**AUT 132 Automotive Electricity 4 CR**

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's law and actual automotive circuits is demonstrated.

**AUT 134 Electrical Test Instruments 3 CR**

This course covers electrical theories including extensive "hands-on" practice.

**AUT 135 Ignition Systems 4 CR**

This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope, and other appropriate test equipment.

**AUT 142 Heating and Air Conditioning 3 CR**

This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating, and air conditioning systems.

**AUT 147 Fuel Systems 4 CR**

This course is a study in basic fuel delivery systems, including types of fuel, fuel pumps, principles of carburetion, computer controlled carburetor operation and service, and an introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

**AUT 151 Automotive Transmission/Transaxle 3 CR**

This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission and transaxle removal and replacement procedures.

**AUT 152 Automatic Transmission 4 CR**

This course is a basic study of power flow and hydraulics, including torque converter operation.

**AUT 153 Automatic Transmission Diagnosis 3 CR**

This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns.

**AUT 222 Four-Wheel Alignment 2 CR**

This course is a review of alignment angles and adjusting procedures used in four-wheel alignment, including the use of four-wheel alignment equipment.

**BAF 201 Principles of Finance 3 CR**

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector.

**BAR 101 Barbering Fundamentals 3 CR**

This course is an introduction to the Barbering profession, including the care and use of equipment and implements.

**BAR 105 Sanitation Procedures 3 CR**

This course is an introduction to the basic rules of sanitation and application in the barber shop, the proper methods of sterilization, and care of equipment and tools.

**BAR 115 Sanitation Procedures 3 CR**

This course is a study of the anatomy of the head, face and neck and the proper care and treatment of the face, including shaving techniques.

**BAR 120 Shampoo and Conditioners 3 CR**

This course is a study of shampoos and conditioners and their uses in relationship to hair structure and texture.

**BAR 130 Fundamentals of Haircutting 3 CR**

This course is a study of fundamentals of haircutting including the use of the clippers, shears, and razors.

**BAR 135 Hair and Scalp Care I 3 CR**

This course is a study of various disorders of the skin, hair and scalp.

**BAR 235 Hair and Scalp Care II 3 CR**

This course is a study of the various methods of treating disorders of the hair and scalp.

# Course Descriptions

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**BAR 240 Chemical Processing of the Hair 3 CR**

This course is a study of the techniques used in the chemical processing of the hair, including the action of chemical products, safety precautions, and the use of various implements.

**BAR 250 Barber Shop Management 3 CR**

This course is a study of the method used in operating an effective barber shop, including facilities and equipment management, record keeping, advertising, policies and procedures.

**BAR 255 Barbering Clinical Practice I 4 CR**

This course is an integration of barbering skills in a simulated salon environment.

**BAR 256 Barbering Clinical Practice II 6 CR**

This course is an integration of barbering skills in a simulated salon environment to provide additional practical hours in skill development.

**BCT 101 Introduction to Building Construction 5 CR**

This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

**BCT 102 Fundamentals of Building Construction 4 CR**

This course is a study of framing for residential and light commercial buildings.

**BCT 103 Construction Site Layout 4 CR**

This course is a study of principles, equipment and methods used to perform site layouts and distance measurements.

**BCT 112 Construction Print Reading 2 CR**

This course is a study of residential and light commercial prints.

**BCT 142 Fundamentals of Construction Safety 4 CR**

This course covers safety standards and practices as they apply to the building construction industry.

**BCT 151 Introduction to Residential Plumbing 3 CR**

This course covers plumbing theory as it relates to residential construction.

**BCT 152 Residential Plumbing 5 CR**

This course covers a study of the plumbing methods and practices used in residential application.

**BCT 153 Plumbing Repairs 3 CR**

This course covers repair work in domestic and commercial plumbing installation.

**BCT 221 Construction Building Code 3 CR**

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

**BIO 101 Biological Science I 4 CR**

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

**BIO 102 Biological Science II 4 CR**

This is a continuation of introductory biology which includes classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

**BIO 112 Basic Anatomy & Physiology 4 CR**

This course is a basic integrated study of the structure and function of the human body.

**BUS 101 Introduction to Business 3 CR**

This is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

**BUS 121 Business Law I 3 CR**

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.

**BUS 130 Business Communications 3 CR**

This course covers the application of communication skills to situations routinely encountered in business environments.

**BUS 140 Business Mathematics 3 CR**

This course provides applications of Business Mathematics in the study of discounting, marking up, inventory and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds and other accepted business practices.



# Course Descriptions

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**BUS 220 Business Ethics** **3 CR**  
 This course includes an exploration of ethical issues arising in the context of doing business. Representation topics: Employee Rights and Responsibilities, Corporate Regulations and Rights, Discrimination, Truth in Advertising, Employee Privacy, Environmental Exploitation and Free Enterprise.

**BUS 230 Purchasing** **3 CR**  
 This course is a study of the concepts and techniques involved in the efficient acquisition and management of purchased goods in business and/or industrial firms.

**BUS 240 Business Statistics** **3 CR**  
 This course is a study of statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

**BUS 270 SCWE In Business** **3 CR**  
 This course includes the integration of business skills within an approved work-site related to business and industry.

**CGC 110 Electronic Publishing** **3 CR**  
 This is an introductory course to the Fundamentals of Electronic Publishing.

**CHM 105 General Organic & Biochemistry** **3 CR**  
 This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

**CHM 110 College Chemistry I** **4 CR**  
 This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria.

**CHM 111 College Chemistry II** **4 CR**  
 This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Pre-requisite: CHM 110

**COL 101 College Orientation** **1 CR**  
 This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

**COL 103 College Orientation** **3 CR**  
 This course includes selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

**COS 101 Fundamentals of Cosmetology** **3 CR**  
 This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practice of the salon.

**COS 102 Sanitation Procedures** **3 CR**  
 This course is a study of the various methods of sanitation used in the salon.

**COS 106 Facials and Make-up** **3 CR**  
 This is an introductory course of the procedures for various skin treatments, including anatomy, chemistry, and safety.

**COS 108 Nail Care** **3 CR**  
 This course is a study of nail structure and manicuring techniques, including anatomy, chemistry, and safety.

**COS 110 Scalp and Hair Care** **3 CR**  
 This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

**COS 112 Shampoo and Rinses** **4 CR**  
 This course is a study of procedures and safety precautions in the application of shampoo and rinses.

**COS 114 Hair-Shaping** **4 CR**  
 This course is an introductory course to the techniques of hair-shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

**COS 116 Hair Styling I** **4 CR**  
 This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

**COS 201 Salon Management** **3 CR**  
 This course is a study of salon management, including rules, regulations, and codes governing the practice of Cosmetology.

**COS 206 Chemical Hair Waving** **3 CR**  
 This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

**COS 208 Chemical Hair Relaxing** **3 CR**  
 This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry, and safety.

# Course Descriptions

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**COS 210 Hair Coloring 3 CR**

This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

**COS 212 Hair Lightening 3 CR**

This course is a study of the lightening of hair, including methods, procedures, safety precautions and chemistry.

**COS 216 Hair Styling II 4 CR**

This course is a study of advanced methods and techniques of styling.

**COS 220 Cosmetology Clinical Practice I 3 CR**

This course is an integration of cosmetology skills in a simulated salon environment.

**COS 222 Cosmetology Clinical Practice II 3 CR**

This course is an integration of cosmetology skills in a simulated salon environment.

**CPE 107 Computer Applications for Electronics 3 CR**

This course covers the computer and its operation, hardware system, operating system, and applications programs.

**CPE 110 Computer Language 3 CR**

This course covers a high-level computer language, programming concepts, and applications.

**CPT 101 Introduction to Computers 3 CR**

This course covers basic computer history, theory and applications, including word processing, spreadsheet, data bases, and the operating system.

**CPT 111 BASIC Programming I 3 CR**

This course introduces the BASIC programming language, emphasizing the logical design, development, testing and debugging of structured BASIC programs. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines, and file structures.

Prerequisite: CPT 170

**CPT 115 COBOL Programming I 3 CR**

This course introduces the nature and use of the common business-oriented language – COBOL.

Prerequisite: CPT 170.

**CPT 121 RPG Programming I 3 CR**

This course introduces the RPG programming language, emphasizing the designing, coding, testing and debugging of RPG programs.

Prerequisite: CPT 111

**CPT 129 Microcomputer Assembler Programming I 3 CR**

This course introduces Assembler, language programming, emphasizing the designing, coding, testing and debugging of Assembler language programs.

Prerequisite: CPT 170

**CPT 132 PASCAL Programming 3 CR**

This course introduces programming in PASCAL, emphasizing the designing, coding, testing and debugging of PASCAL language programs.

Prerequisite: CPT 111

**CPT 141 Consumer Applications II 1 CR**

This course is an introduction to the basic concepts and techniques of microcomputer application software for personal computing needs. Topics include compiling and storing information, letter writing, and desktop publishing fundamentals for newsletters and bulletins.

**CPT 151 Machine Operations 3 CR**

This course covers the major functions of the operations department of a computer center.

Prerequisite: CPT 170

**CPT 153 Job Control Language 3 CR**

This course introduces Job Control Language, its options and utilities with emphasis on mainframe computers. Topics include Job, Exec and DD statements, parameters, cataloged procedures and utility programs.

Prerequisites: CPT 170 and CPT 115

**CPT 170 Microcomputer Applications 3 CR**

This course introduces microcomputer applications software, including word processing, databases, spread-sheets, graphs, and their integration.

**CPT 174 Microcomputer Spreadsheets 3 CR**

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.

**CPT 215 COBOL Programming II 3 CR**

This course emphasizes file maintenance and tables using advanced concepts in COBOL.

Prerequisite: CPT 115

# Course Descriptions

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**CPT 234 C Programming I** **3 CR**  
 This introductory course in C programming emphasizes the designing, coding, testing and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays and simple pointers.

Prerequisite: CPT 111

**CPT 235 C Programming II** **3CR**  
 This course is a study of fusing advanced techniques for programming with the C language, including structures, advanced pointers, string manipulations, bit operations, and C Library Functions.

**CPT 242 Database** **3 CR**  
 This course introduces data base models and the fundamentals of data base design. Topics include data base structures, data base processing, and application programs which access a data base. Prerequisite: CPT 242

**CPT 244 Data Structures** **3 CR**  
 This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Prerequisites: CPT 170 and CPT 132

**CPT 253 Advanced Job Control Language** **3 CR**  
 This course is a study of advanced JCL topics with emphasis on task and job flow, catalogued procedures, symbolic, load modules, file interfaces, and ID CAMS for VSAM operation. Prerequisite: CPT 153

**CPT 257 Operating Systems** **3 CR**  
 This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. Prerequisite: CPT 170

**CPT 264 Systems and Procedures** **3 CR**  
 This course covers the techniques of system analysis, design, development and implementation. Prerequisite: CPT 111.

**CRJ 101 Introduction to Criminal Justice** **3 CR**  
 This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

**CRJ 102 Introduction to Security** **3 CR**  
 This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal, and technical problems of loss prevention and control are analyzed.

**CRJ 115 Criminal Law I** **3 CR**  
 This course covers the development of criminal law in America. The course also covers the basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law are established

**CRJ 116 Criminal Law II** **3 CR**  
 This course includes a study of criminal procedures of analyzing the process from arrest to sentencing.

**CRJ 120 Constitutional Law** **3 CR**  
 This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and to the individual. The application of the Bill of Rights to Federal and State Systems is examined.

**CRJ 125 Criminology** **3 CR**  
 This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

**CRJ 130 Police Administration** **3 CR**  
 This course is the study of the organization, administration, and management of law enforcement agencies.

**CRJ 145 Juvenile Delinquency** **3 CR**  
 This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

**CRJ 210 The Juvenile and the Law** **3 CR**  
 This course is a study of the Juvenile Justice System. This process is examined from initial custody to disposition, both from a historical and modern perspective.

**CRJ 212 Protection Management** **3 CR**  
 This course includes an overview of management techniques for establishing and maintaining security and loss prevention programs with the goal of protecting organizations from crimes, fire, and accidents. Emphasis is placed on protection as a "profit center" rather than a "cost center".

**CRJ 216 Police Supervision** **3 CR**  
 This course includes the analysis of the relationship of the first line supervisor to the organization, including manpower needs, employee development and motivation, employee training and education, employee safety and health, and employee services and relations.

# Course Descriptions

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**CRJ 222 Ethics in Criminal Justice 3 CR**

This course is a study of the application of ethical theories to the criminal justice profession.

**CRJ 224 Police Community Relations 3 CR**

This course is a study of the importance of two-way communication between the Criminal Justice System and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

**CRJ 230 Criminal Investigation I 3 CR**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in this course.

**CRJ 236 Criminal Evidence 3 CR**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

**CRJ 242 Correctional Systems 3 CR**

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedures, and clients incarcerated and on conditional release.

**CRJ 244 Probation, Pardon and Parole 3 CR**

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

**CRJ 246 Special Problems in CRJ 3 CR**

This course examines issues within the criminal justice community/ professional which are of special concern to students and practitioners because of such elements as timelines, local concern, legalistics, and/or other dynamic factors of such issues.

**CRJ 250 Criminal Justice Internship I 3 CR**

This course includes practical experience in a criminal justice or private security setting.

**ECD 101 Introduction to Early Childhood 3 CR**

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course.

**ECD 102 Growth and Development I 3 CR**

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

**ECD 105 Guidance/Classroom Management 3 CR**

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

**ECD 107 Exceptional Children 3 CR**

This course includes an overview of special needs children and their families. Emphasis is on the prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

**ECD 108 Family and Community Relations 3CR**

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

**ECD 109 Administration and Supervision 3CR**

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matter, space management, curriculum, health and food services, and relations among the public, staff, and parents.

# Course Descriptions

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**ECD 132 Creative Experience****3 CR**

In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

**ECD 133 Science and Math Concepts****3 CR**

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

**ECD 135 Health, Safety and Nutrition****3 CR**

This course covers a review of health and safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally appropriate activities also are studied in the course.

**ECD 201 Principles of Ethics and Leadership in****Early Care and Education****3CR**

This course includes an overview of historical views on leadership, and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also includes a review of ethical principles as they relate to children, families, colleagues, and the community and society. Characteristics of professional teachers in early care and education are also explored in the course.

**ECD 203 Growth and Development II****3CR**

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "Total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

**ECD 237 Methods and Materials****3CR**

This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ECD 243 Supervised Field Experience I****3CR**

This course includes emphasis on planning, implementing, and evaluating schedule programs, age appropriate methods, materials, activities and environments of early childhood principles and practices.

**ECO 210 Macroeconomics****3 CR**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

**ECO 211 Microeconomics****3 CR**

This course includes the study of the behavior of house-holds and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

**EEM 165 Residential/Commercial Wiring****4 CR**

This course is a study of wiring methods and practices used in Residential and Commercial applications.

**EEM 243 Introduction to Computer Servicing****3 CR**

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered.

**EEM 244 Computer Service Troubleshooting****3 CR**

This course covers the troubleshooting process used to locate faculty components in a minicomputer system. Topics such as visual inspecting and diagnostic testing are covered.

**EEM 245 Computer Servicing Applications****3 CR**

This course covers the applications of computer servicing procedures, including troubleshooting and repairing minicomputer systems.

**EET 113 Electrical Circuits I****4 CR**

This course is a study of direct and altering currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

# Course Descriptions

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**EET 114 Electrical Circuits II 4 CR**

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

**EET 131 Active Devices 4 CR**

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed and tested.

**EET 145 Digital Circuits 4 CR**

This course is a study of number systems, basic logic gates, Boolean Algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

**EET 227 Electrical Machinery 3 CR**

This course is a study of AC and DC electromechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

**EET 231 Industrial Electronics 4 CR**

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

**EET 233 Control Systems 4 CR**

This course is a study of open and closed loop control system operations, elements, and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing systems.

**EET 243 Data Communications 3 CR**

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and de-multiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.

**EET 245 Advanced Communications 3 CR**

This course is a study of transmission lines, antennas, electro-magnetic propagation and microwave transmission.

**EET 251 Microprocessor Fundamentals 4 CR**

This course is a study of binary numbers, microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

**EGT 101 Basic Technical Drawing 2 CR**

This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions.

**EGT 151 Introduction to CAD 3 CR**

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

**ELT 109 Introduction to Electronic Servicing 4 CR**

This is an introductory course in electronic servicing, emphasizing servicing and shop procedures.

**ELT 201 Electronic Systems 4 CR**

This course is a study of combining individual circuits or combinations of circuits into a functioning electronic device or system to perform a specific function or series of functions.

**ELT 202 Servicing Techniques 2 CR**

This course is a study of practical experience in the servicing of electronic equipment, including working in a service shop environment or situation.

**ELT 206 Advanced Servicing Techniques 3 CR**

This course includes troubleshooting and servicing a variety of types of electronic equipment. Emphasis is placed on circuits and function in application.

**ELT 229 Microcomputer Repair 3 CR**

This course includes servicing of popular microcomputers, disk drives, modems, and other peripheral devices.

# Course Descriptions

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**ENG 051 Developmental English  
(Fall Semester)**

**5 ICR\***

**ENG 052 Developmental English  
(Spring Semester)**

**5 ICR\***

**ENG 053 Developmental English  
(Summer Term)**

**5 ICR\***

These courses are intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure.

**ENG 101 English Composition I**

**3 CR**

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

**ENG 102 English Composition II**

**3 CR**

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

**ENG 104 Communication Foundations**

**3 CR**

This course focuses on gathering, organizing, and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical Communications skills are emphasized.

**ENG 160 Technical Communications**

**3 CR**

This course is a study of various technical communications, such as definitions, processes, instructions, descriptions, and technical reports.

**ENG 170 Business Communications**

**3 CR**

This course presents a comprehensive survey of Business English usage and communication skills.

**ENG 201 American Literature I**

**3 CR**

This course is a study of American literature from the Colonial Period to the Civil War.

**ENG 202 American Literature II**

**3 CR**

This course is a study of American literature from the Civil War to the present.

**ENG 205 English Literature I**

**3 CR**

This is a (college transfer) course in which the following topics are presented: the study of English literature from the

Old English Period to the Romantic Period with emphasis on major writers and periods.

**ENG 206 English Literature II**

**3 CR**

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.

**ENG 208 World Literature I**

**3 CR**

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**ENG 209 World Literature II**

**3 CR**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

**EVT 101 Man and His Environment**

**3 CR**

This course provides an introduction to the fields of environmental science and environmental engineering. Engineering aspects of current environmental issues and the effects of pollution on local, state, national, and worldwide scales are included.

**EVT 224 Environmental Chemistry Analyses**

**4 CR**

This course covers the science of chemistry as it relates to environmental quality and pollution control. Analytical techniques are studied and demonstrated in the laboratory.

**FRE 101 Elementary French I**

**4 CR**

This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

**FRE 102 Elementary French II**

**4 CR**

This course continues the development of basic language skills and includes a study of French culture.

**GEO 102 World Geography**

**3 CR**

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

**HIS 101 Western Civilization to 1689**

**3 CR**

This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition.

\*ICR = Institutional Credit  
Not applicable to GPA

# Course Descriptions

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**HIS 102 Western Civilization Post-1689****3 CR**

This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world.

**HIS 104 World History I****3 CR**

This course covers world history from pre-history to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends which characterized the world in each era.

**HIS 105 World History II****3 CR**

This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on Western expansion and on the economic, social, political, and cultural aspects of each era.

**HIS 115 African-American History****3 CR**

This course is a study of the history of African-Americans, including African heritage, American history, and significant contributions by individuals.

**HIS 120 American Civil Rights 1954—1985****3 CR**

This course is a study of the American Civil Rights struggle which has been called the Second American Revolution, bringing together millions of blacks and whites in affirmation of the democratic process and making an impact around the world.

**HIS 201 American History: Discovery to 1877****3 CR**

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

**HIS 202 American History: 1877 to Present****3 CR**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

**HOS 101 Principles of Food Production I****3 CR**

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparing nutritious, quality food.

**HOS 102 Principles of Food Production II****3 CR**

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

**HOS 103 Nutrition****3 CR**

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications for the food service professional are emphasized.

**HOS 108 Food Production Techniques****3 CR**

This course covers the techniques and procedures of quality and quantity food production, and the principles underlying the selection, composition, and preparation of major food products. The course includes extensive basic and complex recipes for practice purposes.

**HOS 115 Quantity Food Preparation****5 CR**

This course is a study of cooking methods and food cost controls for food items prepared in large quantities. Planning and production of meals are included in this course.

**HOS 120 Bakeshop Production****3 CR**

This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

**HOS 155 Hospitality Sanitation****3 CR**

This course is a study of local, state and national regulations governing sanitary food handling practices.

**HOS 160 Purchasing for Hospitality****3 CR**

This course is a study of a systematic approach to principles of effective control and procurement of food products, beverages, and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting, and inventory accountability functions.

**HOS 225 Buffet Organization****4 CR**

This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings, and garnishes.

**HOS 235 Menu Planning****3 CR**

This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and record-keeping techniques.

**HOS 255 Food Service Management****3 CR**

This course is a study of operational food service management. Topics include food service operations, layout, and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.



# Course Descriptions

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## **HSS 101 Introduction to Humanities 3 CR**

This course includes an introduction to themes, critical approaches, and major contributors to the humanities.

## **HUS 101 Introduction to Human Services 3 CR**

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

## **HUS 110 Orientation to Human Services 1 CR**

This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements, and career opportunities.

## **HUS 112 Services for the Elderly 2 CR**

This course is a study of services available for older adults (55 and over), including health, social, recreational, financial and educational services.

## **HUS 134 Activity Therapy 3 CR**

This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

## **HUS 150 Supervised Field Placement I 3 CR**

This course includes work experience assignments by students in selected Human Services agencies.

## **HUS 151 Supervised Field Placement II 3 CR**

This course includes work assignments in selected Human Service agencies.

## **HUS 152 Supervised Field Placement III 3 CR**

This course includes work assignments in selected Human Service agencies.

## **HUS 203 Human Behavior and the Social Environment 3 CR**

This course provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each stage of development. The student will be able to analyze why people interact in society the way they do.

## **HUS 204 Introduction of Social Work 3 CR**

This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services.

## **HUS 205 Gerontology 3 CR**

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs, designed for people age 55 and over, are studied in the course.

## **HUS 206 Death and Dying 3 CR**

This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

## **HUS 208 Alcohol and Drug Abuse 3 CR**

This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

## **HUS 215 Study of the Mentally Retarded 3 CR**

This course is a survey of the nature and causes of mental retardation, including the attitudes and relationships of the community to the retarded. Prerequisite: PSY 201

## **HUS 216 Behavior Change Techniques 3 CR**

This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug, and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.

## **HUS 225 Personal/Interpersonal Adjustment 3 CR**

This course is the study of self-awareness and interpersonal adjustment and behavior in contemporary society.

## **HUS 230 Interviewing Techniques 3 CR**

This course covers the development of skills necessary for interviews in various organizational settings. Students in Human Services will use these skills and knowledge later on their supervised field placements.

## **HUS 231 Counseling Techniques 3 CR**

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to Human Services.

## **HUS 235 Group Dynamics 3 CR**

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to Human Services.

# Course Descriptions

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## **HUS 237 Crisis Management**

**3 CR**

This course is a study of the effects of a crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual functioning. Students are required to demonstrate mock crisis activities.

## **IDS 101 Human Thought and Learning**

**3 CR**

This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.

## **IDS 151 The 21<sup>st</sup> Century Workplace**

**3 CR**

This course examines the fundamental changes which are occurring in the modern American workplace: International Competition, Technological Change, the Quality Movement, Standardization, Customization, and Similar Forces. It examines these dynamics in particular reference to their impact on interpersonal relations, teamwork, and leadership.

## **IDS 154 Negotiating the Workplace**

**3 CR**

This course examines the conceptual framework, knowledge, and specific skills needed to enter and thrive in the modern American workplace. Topics include: Employer Expectations and Requirements; Job Information; Presentation Skills; "Organizational Savvy;" Workplace Etiquette; Interviewing for Promotions; and, Employment and Career Ladders.

## **IST 220 Data Communications**

**3 CR**

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. Prerequisite: CPT 101

## **IST 245 Local Area Networks**

**3 CR**

This course is a study of the methods used to interconnect computers, terminals, word processors, facsimile and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches.

Prerequisite: IST 220

## **JOU 201 News Writing**

**3 CR**

This course is a study of the skills and techniques required to prepare newspaper copy for publication.

## **LEG 120 Torts**

**3 CR**

This course is a study of the various classifications and functions of Tort law, including intentional and negligent torts, causation, proximate cause and defenses.

## **LEG 132 Legal Bibliography**

**3 CR**

This course is a study of the methods of legal research, proper citation of authority, use of legal treaties, tests, reporters, and digests.

## **LEG 135 Introduction to Law and Ethics**

**3 CR**

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on Ethics and the role of the paralegal in the legal system.

## **LEG 213 Family Law**

**3 CR**

This course includes an example of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

## **LEG 214 Property Law**

**3 CR**

This course includes an overview of South Carolina Property Law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

## **LEG 233 Wills, Trusts, and Probate**

**3 CR**

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

## **MAT 051 Developmental Mathematics (Fall Semester)**

**5 ICR\***

## **MAT 052 Developmental Mathematics (Spring Semester)**

**5 ICR\***

## **MAT 053 Developmental Mathematics (Summer Term)**

**5 ICR\***

Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric concepts. Word problems skills are emphasized.

## **MAT 101 Beginning Algebra**

**3 CR**

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

\*ICR = Institutional Credit  
Not applicable to GPA

# Course Descriptions

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## **MAT 102 Intermediate Algebra 3 CR**

This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations, ratios and proportion; factoring; functions; graphs; solutions of linear inequalities; and, linear and quadratic equations.

Prerequisite: MAT 101

## **MAT 104 Mathematics Foundation 3 CR**

This course includes the study of numeration, measurement (US Customary and SI), basic algebra, geometry, statistics, and trigonometry. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork, and other workplace readiness skills are emphasized.

## **MAT 110 College Algebra 3 CR**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability.

Prerequisite: MAT 102

## **MAT 111 College Trigonometry 3 CR**

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations, polar coordinates, complex numbers, including Demoivre's Theorem; vectors; conic sections; sequences; and series.

Prerequisite: MAT 110

## **MAT 112 Pre-Calculus 5 CR**

This course includes the following topics; algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.

## **MAT 122 Finite College Mathematics 3 CR**

This course includes the following topics: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the Simplex Method and applications; graphs; and networks.

Prerequisite: MAT 110

## **MAT 130 Elementary Calculus 3 CR**

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential function; and interpretation and application of these processes.

Prerequisite: MAT 110

## **MAT 140 Analytical Geometry and Calculus I 4 CR**

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

Prerequisites: MAT 110 and MAT 111 or MAT 112

## **MAT 141 Analytical Geometry and Calculus II 4 CR**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor Series and improper integrals.

Prerequisite: MAT 140

## **MAT 150 Fundamentals of Mathematics 3 CR (Non Degree Credit)**

This course includes the following topics: elementary number theory, basic algebra and geometry; English and SI measurements; ratio and proportion; statistics; and graph interpretation.

## **MAT 155 Contemporary Mathematics 3 CR**

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

## **MAT 160 Math for Business and Finance 3 CR**

This course includes the following topics: commissions, mark-on depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

## **MAT 177 Calculus 3 CR**

This course includes the following: differentiation and integration of polynomial and rational functions with applications of these processes.

## **MAT 215 Geometry 3 CR**

This course includes the following topics: Euclidean geomtry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary school teachers.)

## **MET 214 Fluid Mechanics 3 CR**

This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis, and nozzles.

## **MET 224 Hydraulics and Pneumatics 3 CR**

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

# Course Descriptions

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**MET 227 Instrumentation Principles 2 CR**

This course covers the selection, application and calibration of valves, sensors, transmitters, recorders, and other devices used to measure and control fluid level, pressure, flow, density, temperature, and humidity in an industrial environment.

**MET 231 Machine Design 4 CR**

This course covers the design and application of machine elements such as shafts, couplings, springs, brakes, clutches, gears, and bearings. It also covers the applications of the principles of DC/AC statics, strength of materials, engineering drawing and dynamics to the design of simple machines.

**MGT 101 Principles of Management 3 CR**

This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading, and controlling.

**MGT 120 Small Business Management 3 CR**

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

**MGT 150 Fundamentals of Supervision 3 CR**

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

**MGT 201 Human Resources Management 3 CR**

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

**MKT 101 Marketing 3 CR**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

**MKT 120 Sales Principles 3 CR**

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

**MKT 130 Customer Service Principles 3 CR**

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

**MKT 135 Customer Service Techniques 3 CR**

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

**MKT 250 Consumer Behavior 3 CR**

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

**MLS 101 Introduction to ROTC 2 CR**

This course is an introduction to the U.S. Army, Army Reserve, and National Guard. Customs, traditions, drills, and ceremony is emphasized in the course.

**MLS 102 First Aid and Marksmanship 2 CR**

This course is a study of life-saving first-aid techniques, including CPR, burns, fractures, how to protect against heat and cold injuries, and protection against biting insects. Techniques on how to engage targets with the M16A1 are covered.

**MLS 105 Basic Fundamentals 1 CR**

This course provides a study of the Army in today's society, ranks and branches of the Army, principles and techniques of leadership. Laboratory provides training in marksmanship and drills.

**MLS 106 General Military Basics 1 CR**

This course provides a study of army organization and doctrine with additional focus on pay and allowances, other forces, the noncommissioned officer, and first aid. Laboratories provide training in drill, weapons safety and land navigation.

**MLS 201 Applied Leadership and Management 2 CR**

This course includes the principles and concepts on leadership development from business and military organizations, along with treatises on human behavior, attitudes, values, communications, and role-playing. Advanced drill and ceremony preparations are emphasized.

**MSY 101 Masonry Fundamentals 5 CR**

This course is an introduction to masonry skills and tools.

**MSY 102 Advanced Masonry 5 CR**

This course covers masonry walls and corner construction.

**MTT 101 Introduction to Machine Tool 2 CR**

This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

# Course Descriptions

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**MTT 102 Machine Tool Basics** 3 CR  
This course will provide the non-Machine Tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of manufacturing primarily through demonstrations.

**MTT 111 Machine Tool Theory and Practice I** 5 CR  
This course is an introduction to the basic operation of machine shop equipment.

**MTT 112 Machine Tool Theory and Practice II** 5 CR  
This course is a combination of the basic theory and operation of machine shop equipment.

**MTT 120 Machine Tool Print Reading** 3 CR  
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades.

**MTT 125 Machine Tool Theory III** 3 CR  
This course covers the principles involved in the machining, heat treating, and grinding of complex metal parts.

**MTT 126 Machine Tool Practice III** 4 CR  
This course covers the practical application of the principles in Machine Tool Theory III.

**MTT 141 Metals and Heat Treatment** 3 CR  
This course is a study of the properties, characteristics, and heat treatment procedures of metals.

**MTT 250 Principles of CNC** 3 CR  
This course is an introduction to the coding used in CNC programming.

**MUS 101 Chorus I** 1 CR  
This course includes the Study and Performance of Selected Choral Music.

**MUS 102 Chorus II** 1 CR  
This course includes the Study and Performance of Selected Choral Music.

**MUS 103 Chorus III** 1 CR  
This course includes the Study and Performance of Selected Choral Music.

**MUS 104 Chorus IV** 1 CR  
This course includes the Study and Performance of Selected Choral Music.

**MUS 105 Music Appreciation** 3 CR  
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences.

**MUS 115 Elementary Harmony I** 3 CR  
This course includes part writing and requires principle triad singing in both clefs and major and minor modes. The study of chords, divisions, intervals and melodies with harmonic backgrounds are also included in this course.

**NET 113 Nuclear Physics** 3 CR  
This course is an introduction to the fundamental concepts of atomic and nuclear structure, including energy-mass relationships, types and sources of radiation, interaction of radiation with matter, decay calculations, the chart of nuclides and induced nuclear reactions.

**NET 215 Nuclear Reactor Physics** 3 CR  
This course includes microscopic and macroscopic cross sections, neutron flux, reaction rates, neutron moderation and diffusion, neutron multiplication factors, and neutron kinetics.

**OST 101 Introduction to Keyboarding** 2 CR  
This is an introductory course in keyboarding and basic formatting techniques.

**OST 105 Keyboarding** 3 CR  
This course focuses on the mastery of keyboarding and formatting principles.

**OST 110 Document Formatting** 3 CR  
This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.  
Prerequisite: OST 105

**OST 120 Introduction to Machine Transcription** 3 CR  
This is an introductory machine transcription course which is designed to provide experience in transcribing documents from dictation equipment.  
Prerequisite: OST 105 and OST 163.

**OST 131 Shorthand I** 3 CR  
This is an introductory course to the basic principles of shorthand. Emphasis is placed on shorthand techniques, legibility, and mastery of the basic vocabulary. Dictation and the transcription of familiar material are included.

# Course Descriptions

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## **OST 132 Shorthand II 3 CR**

This course emphasizes dictation and transcription of familiar and unfamiliar material.

## **OST 133 Professional Development 3 CR**

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics and time and stress management.

## **OST 134 Office Communications 3 CR**

This course develops proficiency in proofreading and other specialized applications of communications in the office environment. Prerequisite: OST 105

## **OST 135 Office Machines 3 CR**

This course introduces keyboarding techniques on the 10-key numeric pad and provides practice in solving typical business calculations.

## **OST 141 Office Procedures I 3 CR**

This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures.

## **OST 143 Office Systems and Procedures 3 CR**

This course emphasizes procedures and applications used in the office environment.

## **OST 163 Information Processing 3 CR**

This course introduces the basic concepts of information processing.

Prerequisite: OST 105

## **OST 165 Information Processing Software 3 CR**

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

Prerequisite: OST 163

## **OST 167 Information Processing Applications 3 CR**

This course emphasizes applications and features of information processing software.

Prerequisites: OST 105 and OST 163.

## **OST 210 Document Production 3 CR**

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite: OST 110

## **OST 211 Advanced Document Production 3 CR**

This course covers the production of specialized documents found in business offices. Emphasis is placed on productivity and excellence in document production.

Prerequisite: OST 210

## **OST 231 Shorthand III 3 CR**

This course focuses on the development of speed and accuracy of dictation. Transcription of unfamiliar material and mailable copy are stressed.

## **OST 251 Administrative Systems and Procedures 3 CR**

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks.

Prerequisite: OST 241

## **OST 254 Office Simulation 3 CR**

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

## **OST 261 Office Spreadsheet Applications 3 CR**

This course introduces the concepts of spreadsheets for information management in an office environment.

Prerequisite: OST 105

## **OST 263 Office Database Applications 3 CR**

This course introduces the concepts and structures of a data-base and the application of the concepts in an office environment. Prerequisite: OST 105

## **PHS 101 Physical Science I 4 CR**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

## **PHS 102 Physical Science II 4 CR**

This course is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

## **PHY 201 Physics I 4 CR**

This is the first in a sequence of Physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

# Course Descriptions

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## **PHY 202 Physics II 4 CR**

This course covers Physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics.

## **PHY 221 University Physics I 4 CR**

This is the first sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

## **PHY 222 University Physics II 4 CR**

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena

## **PSC 201 American Government 3 CR**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate.

## **PSC 220 Introduction to International Relations 3 CR**

This course introduces the major focus and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

## **PSY 103 Human Relations 3 CR**

This course is a study of human relations including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

## **PSY 201 General Psychology 3 CR**

This course includes the following topics and concepts in the science of behavior: scientific methods, biological basis for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

## **PSY 204 Child Psychology 3 CR**

This course is a study of the physiological, psychological, and social development of the pre-adolescent. Specific topics may include heredity, environment, maturation, intelligence, and language acquisition.

## **PSY 212 Abnormal Psychology 3CR**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. Prerequisite: PSY 201

## **PSY 214 Psychology of the Exceptional Child 3 CR**

This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.

## **PSY 218 Behavior Modification 3 CR**

This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.

## **RDG 051 (Fall Semester)**

**Developmental Reading 5 ICR\***

## **RDG 052 (Spring Semester)**

**Developmental Reading 5 ICR\***

## **RDG 053 (Summer Term)**

**Developmental Reading 5 ICR\***

This course is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature.

## **SOC 101 Introduction to Sociology 3 CR**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

## **SOC 102 Marriage and the Family 3 CR**

The course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

## **SOC 205 Social Problems 3 CR**

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions. Prerequisite: SOC 101

## **SOC 206 Social Psychology 3 CR**

This course examines the behaviors of individuals in interaction in terms of their personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world).

\*ICR = Institutional Credit  
Not applicable to GPA

# Course Descriptions

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<b>SOC 210 Juvenile Delinquency</b> 3 CR This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. Prerequisite: SOC 101	<b>TLR 115 Trouser and Vest Making I</b> 4 CR This course explores the fundamentals of trouser and vest making, including measurements and pattern drafting.
<b>SOC 215 Ethnicity and Minority Issues</b> 3 CR This course is a sociological study of social and technological changes influencing minority and ethnic issues.	<b>TLR 120 Beginning Alterations</b> 4 CR This course covers the fundamentals of alterations, including hemming, enlargement and reduction of garments, zippers, and pocket replacement.
<b>SOC 220 Sociology of the Family</b> 3 CR This course includes an application of theory and research related to family behaviors, roles and values with emphasis on understanding family problems. Prerequisite: SOC 101	<b>TLR 210 Coat Making II</b> 4 CR This course covers the construction of a traditional coat, including full lining, buttonhole making and the hand stitching of collars.
<b>*SPA 101 Elementary Spanish I</b> 4 CR This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Spanish culture.	<b>TLR 215 Trouser and Vest Making II</b> 4 CR This course covers the steps necessary in designing, fitting, and constructing trousers and vests.
<b>*SPA 102 Elementary II</b> 4 CR This course continues development of the basic language skills and the study of the Spanish culture.	<b>TLR 220 Intermediate Alterations</b> 4 CR This course covers such alterations as the reworking of buttonholes, shoulder padding, and sleeve shortening.
<b>SPC 205 Public Speaking</b> 3 CR This course is an introduction to principles of public speaking with application of speaking skills.	<b>TLR 221 Advanced Alterations II</b> 4 CR This course covers major alterations, including collar shortening, lining replacement and the reduction and enlargement of lapels and coats.
<b>THE 101 Introduction to Theater</b> 3 CR This course includes the appreciation and analysis of theatrical literature, history and production.	<b>WLD 102 Introduction to Welding</b> 2 CR This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.
<b>THE 105 Fundamentals of Acting</b> 3 CR This course includes the study of dramatic performance techniques, including improvisations and interpretations of characters.	<b>WLD 103 Print Reading I</b> 1 CR This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.
<b>TLR 101 Fashion Tailoring</b> 4 CR This course explores fashion design and tailoring, including the identification and care of fabrics and the use of hand tools and machines.	<b>WLD 104 Gas Welding and Cutting</b> 2 CR This course covers gas welding, brazing, soldering, and cutting of metals.
<b>TLR 105 Skirt and Dressmaking</b> 4 CR This course covers the fundamentals of dress and skirt selection and how they are constructed from commercial patterns.	<b>WLD 106 Gas and ARC Welding</b> 4 CR This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric welding. Emphasis is placed on practice in fundamental position welding and safety procedures.
<b>TLR 110 Coat Making I</b> 4 CR This course covers the fundamentals of constructing a contemporary coat, including pattern manipulation, measurements, and fitting.	



# Course Descriptions

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## **WLD 108 Gas Metal ARC Welding I** 4 CR

This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals.

## **WLD 111 ARC Welding I** 4 CR

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

## **WLD 113 ARC Welding II** 3 CR

This course is a study of welding of ferrous and/or non-ferrous metals.

## **WLD 117 Specialized ARC Welding** 4 CR

This course covers welding processes for industrial purposes.

## **WLD 124 Welding Alloys** 3 CR

This course covers welding of difficult or unusual metals.

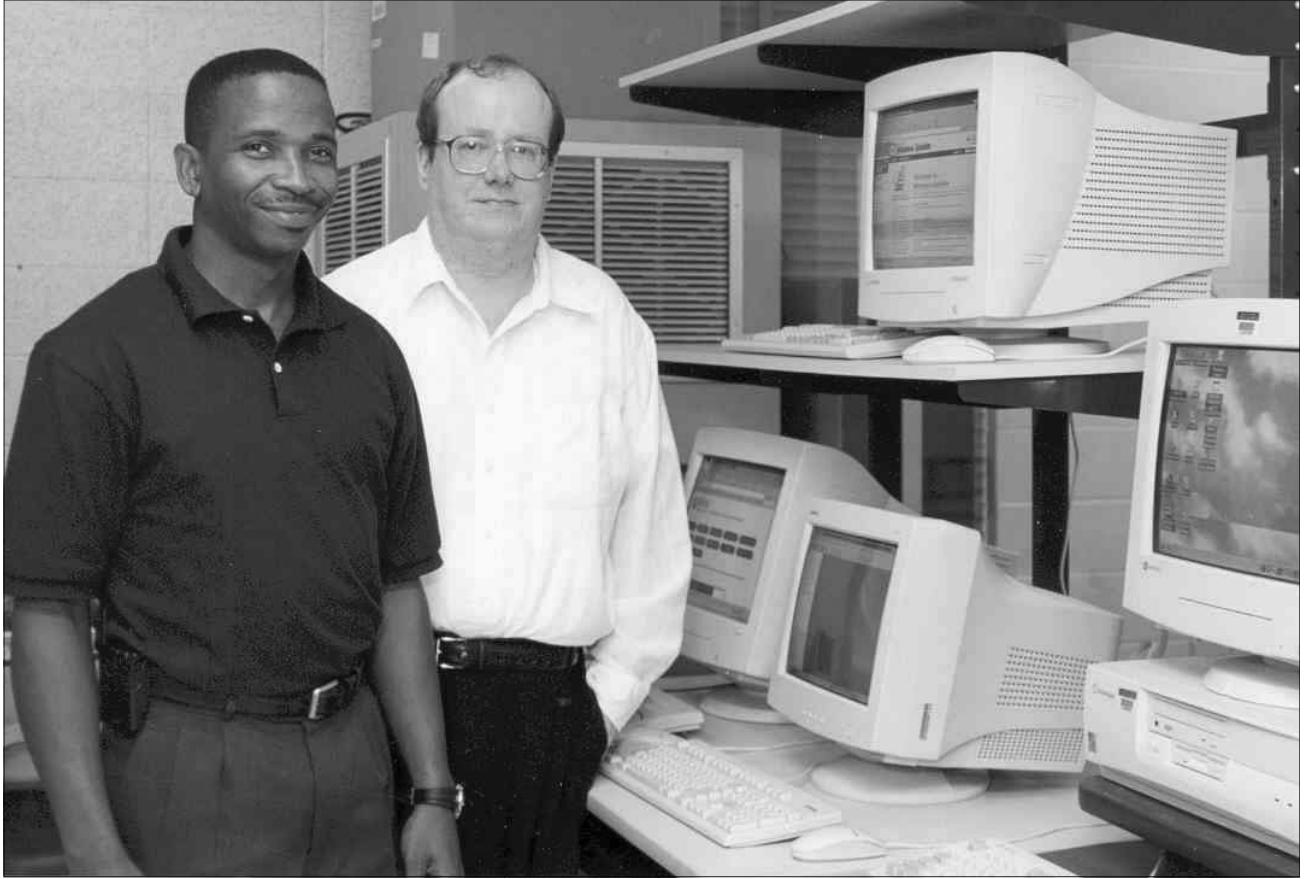
## **WLD 150 Specialized Welding** 4 CR

This course covers flux core and gas metal welding.



# Faculty and Staff





# Faculty and Staff

## EXECUTIVE COUNCIL

Dr. Joann R. G. Boyd-Scotland ..... President  
Ms. Carolyn H. Fennell ..... Chief Academic Officer  
Ms. Sharon Pate.....Chief Financial Officer  
Mr. Clarence F. Bonnette .... Vice President for Fiscal Affairs  
Dr. Jacqueline M. Skubal, ..... Executive Dean, Institutional  
Research and Planning

Faulkner, Henry .. ..... Instructor, Welding  
B.S., Business Administration with a Major in Management,  
Limestone College; Certificate in Welding, Aiken County  
Vocational Center

Fennell, Carolyn H. .... Chief Academic Officer/  
Instructor, Mathematics  
B.S., Mathematics, Bennett College; M.Ed., South Carolina  
State University

## FACULTY

Boyd-Scotland, Joann R. G., ..... President  
B.A., Psychology and Music Education, Tougaloo College;  
M.S., Education – Guidance and Counseling, Jackson State  
University; Ph. D., Education – Curriculum and Instruction  
with a cognate in Administration, Kansas State University

Gathers, Avis ..... Instructor, Developmental English  
B.A., English, South Carolina State University

Houey, Douglas M. .... Instructor, Basic Tailoring  
Diploma and A.A.S., Tailoring, Denmark Technical College

Bennett, John ..... Instructor, Computer Technology  
B.S., Mathematics, Morehouse College; M.S., Information  
Science, North Carolina Central University

Hugine III., Andrew.....Director, PLATO Lab  
B.A., Elementary Education, South Carolina State  
University

Bonnette, Lillie Ann ..... Dean  
Division of Arts & Sciences and Transitional Studies  
B.S., Mathematics, Claflin College; M.Ed, South Carolina  
State University

Imoh, Monde (Jonah) ..... Instructor, Biology  
B.S., Biological Sciences, Freed-Hardeman University,  
M.S. Microbiology, Southern University; Ph.D., Mycology/  
Botanical Science. Howard University

Brown, Gloria ..... Learning Resources Center  
B.S., Business Education, Benedict College

Jenkins, Eleanor T. .... Instructor, Developmental English  
B.A., English, Paine College; M.S.A., Central Michigan  
University

Burnham, Eric ..... Instructor, Criminal Justice  
 Master of Criminal Justice Administration, Oklahoma State  
 University; B.A., Interdisciplinary Studies, University of  
 South Carolina, Aiken; A.S., Criminal Justice, University of  
 South Carolina, Aiken

Kabisatpathy, Bijayalazmi ..... Dean, Public Service  
B.A., Psychology, B.Ed., Education and M.A., Home  
Science, Sambalpus University; M.S., Individual and  
Family Development, South Carolina State University

Day, Jr., William ..... Instructor, English  
B.A., Anthropology and M.A., English, Western Carolina  
University

Lavania, Ambrish ..... Dean, Division of Industrial and  
Related Technologies  
B.S. and M.S., Mechanical Engineering, Indian Institute of  
Technology; Ph.D., Mechanical Engineering, North  
Carolina State University

Davis-Washington, Annie... Instructor, Developmental Reading  
B.S., Elementary Education, Voorhees College

Ella Mack.....Instructor, Early Childhood Development  
B.S., Office Administration, Voorhees College; M.A.T.  
Early Childhood Education, South Carolina State  
University

Eady, Fred ..... Instructor, Speech and Theater  
B.A., Speech and Drama, Howard University; M.A., Speech  
and Theater, New York University; Ph.D., Literature and  
Theater, Michigan State University

Maple, Isabelle ..... Instructor, Office Systems Technology  
B.A., Business Education, Shaw University; M.Ed., South  
Carolina State University

Edwards, Theodore ..... Instructor, General Automotive  
Diploma, Automotive Mechanics, Denmark Technical  
College; B.S., Industrial Education, South Carolina State

Mathur, Prakash Rai .....Instructor, Mathematics  
B.S., Electrical Engineering Technology; M.Ed.,  
South Carolina State University

# Faculty and Staff

McDaniel, M. Yvette ..... Instructor, Music  
B.A. Music Education, Pfeiffer College; M.M.; University  
of South Florida; DMA, Vocal Performance, Louisiana  
State University

Middleton, Clara P. .... Instructor, Cosmetology  
Cosmetology Diploma, The Design School for Hair;  
Certificate of Teaching, Kenneth Shuler School of  
Cosmetology & Hair Design

Rice, Benjamin ..... Instructor, Psychology  
B.A., Psychology, University of South Carolina; M.S.,  
Career Development, Abelen Christian University

Robinson, Alzena ..... Instructor, Human Services  
BA, Sociology, Claflin College; MSW, University of South  
Carolina

Ruff, Leroy ..... Instructor, Barbering  
A.A., Barbering, Denmark Technical College; A.A.,  
Vocational Technician Education, Midlands Technical  
College; B.S., Management of Human Resources, Central  
Wesleyan College

Sapiro, Leland ..... Instructor, Math  
B.A., French/Math Ed., University of Florida; B.A., Math/  
Physics, University of California; M.A., Mathematics,  
UCLA; Ph.D., Mathematics, University of Texas

Smalls, Barbara N. .... Dean  
Business, Computer, and Related Technologies  
B.S., Mathematics, Voorhees College; M.E., Engineering,  
Pennsylvania State University

Stevenson, Mazie ..... Instructor, Cosmetology  
Cosmetology Diploma, Simons School of Cosmetology;  
Certificate of Teaching, South Carolina State University

Thannir, Venkatlaxman ..... Instructor, General Business  
B.S., Biology/Chemistry and LL.B, Osmania University;  
M.B.A., Jackson State University

Thompson, Blossom ..... Instructor, Food Service  
Culinary Arts Certificate, Denmark Technical College; B.S.,  
Elementary Education, Voorhees College

Tolbert, Edwin ..... Instructor, Accounting  
B.S., Business Administration; Master of Accountancy,  
University of South Carolina; DBA, Doctorate in Business  
Administration, Berne University

Whitted, Jackie R. .... Instructor, History  
B.A., History, Allen University; M.A., History, North  
Carolina Central University

Winningham, Noelle.....Instructor, Computer Technology  
B.S. Computer Science, South Carolina State University;  
M.S. Computer Resources and Information, Webster  
University

## PERMANENT PART-TIME FACULTY

Felder, Ezekiel .... Instructor, Plumbing  
Certificate, Plumbing, Denmark Technical College; Master  
Plumber's License

## STAFF

Amos, Carolyn.....Dean  
Learning Resources and Technology Center  
B.S. Library Science, South Carolina State University;  
M.S.L.S. Library and Information Science, Atlanta  
University

Asbury, Robbie.....Secretary/Clerical Test Administrator  
B.S. Social Welfare, Tennessee State University

Batie, Charontel.....Information Resource Coordinator  
The Citadel and Orangeburg-Calhoun Technical College

Bickford, Adela ..... Administrative Assistant  
A.A., Office Systems Technology, Denmark Technical  
College

Bissonnette, Sigrid.....MOS Librarian

Bonnette, Clarence F. .... Vice President for Fiscal Affairs  
B.S., Business Administration, Benedict College; M.Ed.,  
South Carolina State University

Bonnette, Margaree ..... Director, Recruitment  
B.S., General Business, South Carolina State University

Carroll, Terri.....Administrative Specialist  
Diploma, Orangeburg Calhoun Technical College

Chaplin, Jr., Theodore ..... Director of Student Activities  
B.S., Biology, Voorhees College; M.Ed., South Carolina  
State University

Crawford, Antoinette ..... Default Manager  
B.S., Biology, Paine College

Dowling, Betty ..... Administrative Specialist  
A.A.S., Denmark Technical College; B.S., Organizational  
Management, Voorhees College

# Faculty and Staff

Epps, Waltena.....Cashier B.S., Organizational Management, Voorhees College	Joyner, Shawnta.....Administrative Specialist A.A. , Office System Technology, Denmark Technical College
Evans, Angela B. .... Public Safety Officer Certificate, South Carolina Criminal Justice Academy	Knight, Deborah.....Counselor M.A. Human Resources, Webster University; B.A. School Management Services, Coker College
Faust, Tanya .....Administrative Specialist A.A.S., Secretarial Science, Denmark Technical College; B.S., Organizational Management, Voorhees College	Lavania, Suman .....Academic Counselor M.A., Sociology, Lucknow University; B.Ed., Navyug Kanya Vidyalaya, U.P. India; B.A., Psychology, Mahila College
Fields, Jay ..... Director, Career Planning and Placement B.S., Counselor Education, South Carolina State University; M.S., Counseling, Webster University	McCarrell, Harriet.....ecretary/Clerical Test Administrator M.S. Elementary Ed., Florida State University; B.A. Elementary Ed., Furman University
Greene, Delores B. ....Academic Counselor B.S., Elementary Education, Claflin College; M.Ed., South Carolina State University	McClary, Karmaine.....Inventory Control A. A., Horry-Georgetown Technical College
Grimes, Carolyn ..... Data Coordinator Associate Degree in Computer Technology, Denmark Technical College	McGhee, William .....Dean, Continuing Education B.S., Chemistry, Morehouse College; M.B.A., William E. Simon Graduate School of Business
Halmon, Judy R. .... Chief, Public Safety B.S., Sociology, Voorhees College; Certificate, South Carolina Criminal Justice Academy	Moses, Clara B. .... Director, Financial Aid B.S., Business Administration, Voorhees College
Hanton, Eartha.....Public Safety Officer A.A., General Business, Orangeburg-Calhoun Technical College; A.A., Criminal Justice Certificate, Orangeburg-Calhoun Technical College; Certificate, South Carolina Criminal Justice Academy	Ott, Cindy D. ....Director of Marketing and Media Relations B.A., Journalism; M.M.A., Media Arts, University of South Carolina
Hook, Samantha.....Accounts Payable Technician B.S. Accounting, South Carolina State University	Pate, Sharon.....Chief Finance Officer CPA; B.S., Business Administration, Baldwin-Wallace College, Berea, Ohio
Hughes, Taneka I Jamison ..... Administrative Specialist A.A., Office Systems Technology, Denmark Technical College	Perdue, Jeffrey ..... Master Craftsman High School Diploma; Attended Denmark Tech College
Ingram, Rose A. .... Supervisor of Building and Grounds A.A.S., Secretarial Science, Denmark Technical College; B.S., Organizational Management, Voorhees College	Robinson, Dorothy ..... Administrative Specialist A.A., Computer Data Processing, Denmark Technical College
Johnson, Hermeca.....Administrative Specialist A.S., Denmark Technical College	Sease, Annette.....Administrative Specialist A.S., Public Services, Denmark Technical College
Johnson, Lorraine ..... Administrative Specialist Diploma, General Office, Denmark Technical College; B.S. Organizational Management, Claflin University	Sellers, Gwendolyn.....Title III Coordinator B.A. Psychology/English; M.S., Education Administration and Instructional Technology, North Carolina A & T State University
Jordan, Cindy.....Administrative Specialist B.S. Mechanical Engineering, Clemson University	

# Faculty and Staff

Skubal, Jacqueline ..... Executive Dean  
Institutional Research and Planning  
B.A., Business/Spanish, and M.S., Education Administration,  
University of Wisconsin; Ph.D., Michigan State University

Smoaks, Rosselle.....Administrative Specialist  
Certificate, Early Childhood Development, Denmark  
Technical College

Staley, Ora L. .... Financial Aid Officer  
B.S., Office Administration, Voorhees College

Steward, Derrick.....Information Technology Manager  
B.S. Computer Science, South Carolina State University

Syme, Philip.....Computer Programmer  
AASC Electronics Data Systems, Blue Ridge Community  
College

Toomer, Linda ..... Administrative Specialist  
B.S., Office Administration, Voorhees College

Toomer, Tonya .....Director of Personnel  
B.S., Mathematics, South Carolina State University;  
M.A., Business/Human Resources, Webster University

Troy, Kara ..... Administrative Specialist  
A.S., Criminal Justice, Denmark Technical College

Tyler, Naomi ..... Director, Health Services  
A.A., Technical Nursing, University of South Carolina

Wallace, Wilbur ..... Public Safety Officer  
South Carolina Criminal Justice Academy

Williams, Lois ..... Administrative Specialist  
Diploma, General Office, Denmark Technical College;  
B.S., Business Administration, Voorhees College

Williams, Yolanda .....Payroll Officer  
B.S., Business Administration, Voorhees College

Wise, Jamie ..... Procurement Officer  
B.S., Accounting, Voorhees College

Wizorek, Leo.....Program Coordinator, Continuing Education  
BSEE, Tri-State University; MBA, Wichita State University

## MAINTENANCE STAFF

Flowers, Jr., Thomas ..... Custodian  
Hayes, Willie ..... Custodian  
Hicks, Scott ..... Custodian  
Johnson, Joseph ..... Custodian  
Myers, Delameo ..... Custodian  
Williams, Shirley.....Custodian



# ALMA MATER

## *Alma Mater*

*O' Alma Mater, waving high  
The Pride of all our hearts  
Real manliness, Fidelity  
That never doth depart.*

*We love thy large and tiny halls,  
Thy lawns and sunny plains.  
We give thee praise with all our might  
And yours we will remain.*

## *Chorus:*

*To thee, dear, Denmark Tech  
Our hearts are beating true.  
We give thee praise and loyalty  
In everything we do.*

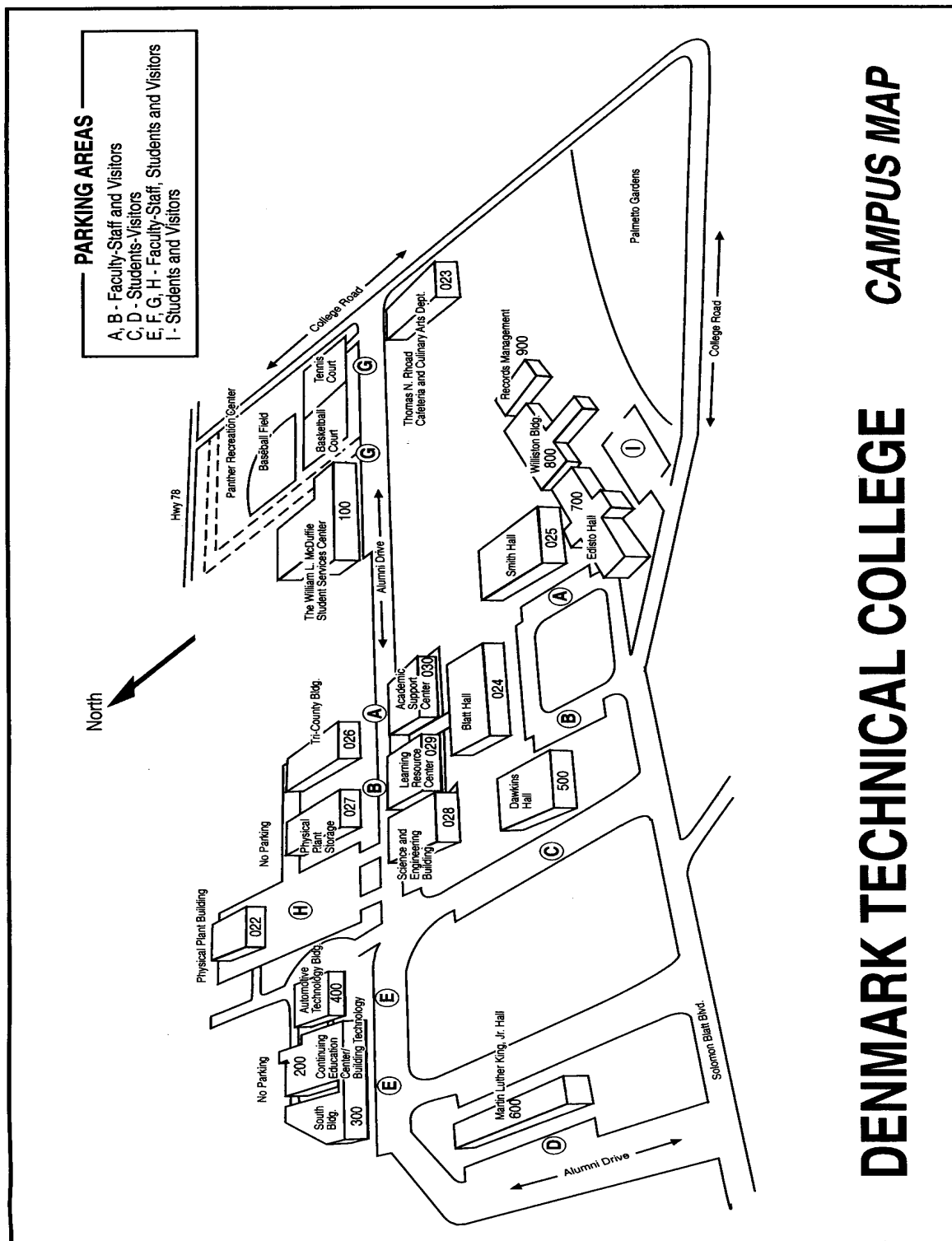
*Alvin O. Jackson*

*Class of 1950*

*(Sung to the tune of "Auld Lang Syne")*



# CAMPUS MAP



## DENMARK TECHNICAL COLLEGE *CAMPUS MAP*



Denmark Technical College  
P.O. Box 327  
Denmark, SC 29042-0327

500 Solomon Blatt Blvd.  
803.793.5176  
[www.den.tec.sc.us](http://www.den.tec.sc.us)